AHCA Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Jon Manalo	jon.manalo@ahca.myflorida.c	01/09/26

Summary

Overall Confidence Level
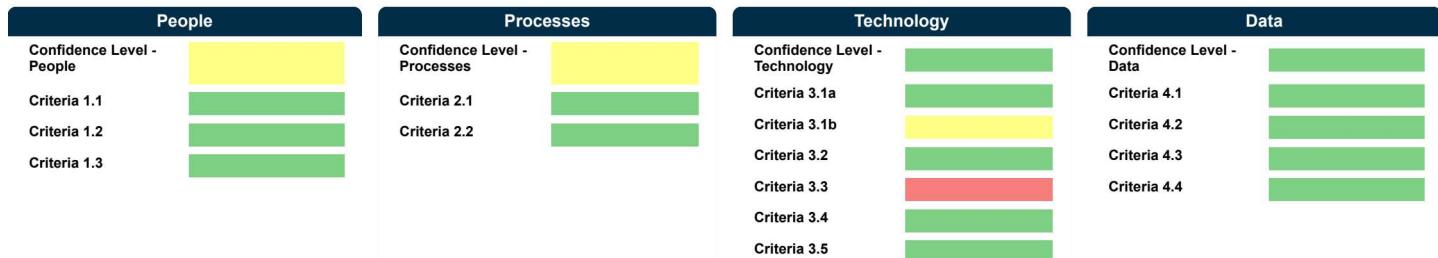
People

Confidence Level - People	
Criteria 1.1	
Criteria 1.2	
Criteria 1.3	

Processes

Confidence Level - Processes	
Criteria 2.1	
Criteria 2.2	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

People

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 61

- Number of End Users in Initial Load = 25

Percent of End Users in Initial Load = 40.98%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 43

- User Stories Completed for Applicable Standard Activities = 43

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 2

Percent Complete = 100%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 15

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 14

Percent Complete = 93.33%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	Awaiting final OB Interface from Florida PALM. Very Confident of technology because Agency unique processes/modules have been completely remediated.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	100%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	93%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		BETA environment is being configured now, and complete remediation of ABS will be completed at the end of March.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Data Constraints: Lack of production-quality PALM interface data forced manual file creation and reconciliation, delaying remediation. External Dependencies: Late delivery of interface files (Oct–Dec 2025) Resource Allocation: Development slowed by competing priorities between system enhancements and Florida PALM remediation. Testing Environment: No dedicated end-to-end testing environment; reliance on development environment disrupts operations.	Priority Realignment: Development resources have been redirected from system enhancements to focus on Florida PALM remediation. (to be completed by 3/31/2026) Data Engineering: In collaboration with AHCA's technical analysts, legacy FLAIR data is being converted into Florida PALM formats to create a viable dataset for testing. (completed by 1/30/2026) Pre-Validation: Regular joint "Dev Testing" sessions with AHCA technical analysts are identifying and resolving defects early, reducing formal UAT timelines. (completed by 4/07/2026) BETA Environment: AHCA IT is establishing a dedicated BETA environment for end-user testing, isolated from development activities. (completed by1/30/2026)	·Mitigation will be a collaborative effort between the PCG Staff Augmentation Team (Development & Business Analysis) and the AHCA technical analysts	·Impact: If mitigation efforts do not help us resolve issues quickly, we risk a shortened timeline for end-to-end testing. This could lead to defects being discovered in the final weeks before go-live. · Workaround: The team will continue to rely on synthetic/hand-crafted data for validation. Note: While this validates basic technical functionality, it increases the risk of edge-case defects appearing in Production that synthetic data may not help identify.	04/07/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

Data

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

AHCA Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID1278-2582	SunFocus	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Tentatively 1/27/2026	Pending receipt of tile from Florida PALM	AHCA is ready to receive and process the file when it is availble	Jointly between Florida PALM and AHCA IT (Paul Consulting Group - Developers)	Transactions on the file will be considered when completing test scenarios, resulting in having to test them later in Cycle 3 testing.

APD Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Rose Salinas	rose.salinas@apdcares.org	01/09/26

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	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 87

- Number of End Users in Initial Load = 87

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 60

- User Stories Completed for Applicable Standard Activities = 60

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	Waiting on quite a bit of information from PALM - schedule for UAT in person sessions, structure of those sessions, what materials will be provided, etc. Have reviewed Knowledge Center, pre-req materials, and other PALM provided materials, we are simply waiting to see where APD has nuances in the hands-on realm (APD processes vs PALM processes)
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		Updated topics and activities based on additions from PALM
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	Yes		Only thing subject to change is UAT rollout schedule as it will be based on the finalized PALM scheduled once it is published to us

Mitigation Plan

TECHNOLOGY

Criteria

3.1 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 5

- Testing Not Started = 0

- Testing In Progress = 2

- Testing Complete = 3

Percent Complete = 60%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 20

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 20

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	60%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes	Very Confident	
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No	Extremely Confident	Mitigation plan is recorded on the PALM provided Readiness Mitigation #2 Sheet
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes	Very Confident	
Technology	3.5	Agency end users identified for the first portion of UAT 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?
3.3	Collocated Journal Transfer is still under construction. ABC implementation of our PALM_API is set for a near future sprint. SIMS initial implementation planning starts Friday.	All work is underway and will be completed in time for in depth testing during the UAT window.	Kristopher Baker Pragathi Lingampally Alias Varghese	No mitigations will be necessary. Work will be completed. The sky will not fall. Manual entry and/or speadsheet uploads.	02/02/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational	Criteria ID	Criteria		Criteria Met	Confidence Level	Comments

Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	No		Mitigation plan is recorded on the PALM provided Readiness Mitigation #2 Sheet

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 conversion, configuration, and mapping workbooks were all completed in the last round of tasks, however, we have an outstanding item related to the Org Codes and SpeedKeys. Upon updating our Org Codes in the config workbook to our new structure, we ended up with duplicate SpeedKeys as some Org Codes were updated to roll up to a single new one. This was completed too close to the deadline for the SpeedKey sheet to be refreshed overnight, and we were unable to make the necessary changes before task ended and the sheet got locked down.	Notes were made internally on what SpeedKeys need to be updated in the next round of workbooks, so not action needs to be taken currently, and the next round of workbooks will be completed according to the task instructions. Any needed changes will be completed then.	Hayley Bobich Becky Morris	Mitigation will be completed, if unable to for any reason, the SpeedKeys can be manually updated in the PALM system itself ***Date of mitigation is based on the next configuration task - we do not have the task release or closeout date yet but the mitigation will be aligned with that***	09/09/99

Agency Sponsor Confirmation

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

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Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

APD Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1281-3387	Supply Inventory Management System	GLI006 - Inbound Journal Entry	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/7/2026	Waiting on project to process files	Waiting on project to process files	PALM	The entire state will have to stay on FLAIR
2	ID1283-3394	Allocation Budget Contract and Control System	POI002 - Inbound Encumbrance Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/7/2026	Waiting on project to process files	Waiting on project to process files	PALM	The entire state will have to stay on FLAIR

CITRUS Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Rosa Walsh	rwalsh@citrus.myflorida.com	01/08/26

SUMMARY

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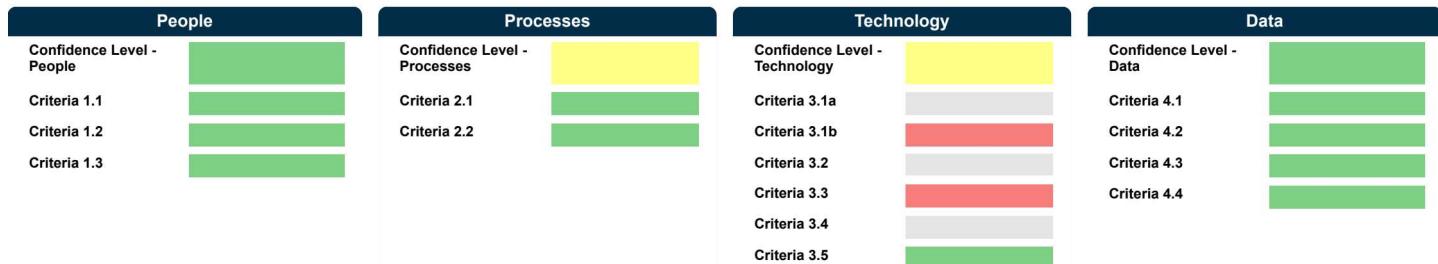
People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3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

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 10

- Number of End Users in Initial Load = 10

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 63

- User Stories Completed for Applicable Standard Activities = 63

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Incomplete
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	Yes		Citrus will be continuing with our original SME-led UAT approach. Our need to report foreign currency payments to FACTS is still an open question that must be understood.

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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 12

- Testing Not Started = 0

- Testing In Progress = 12

- Testing Complete = 0

Percent Complete = 0%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	0%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		N/A		Citrus has not participated in interface testing due to the unavailability of contracted resources. We will begin interface testing in March 2026.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		N/A		Citrus is utilizing only outbound interfaces from Florida PALM. The file interface layouts provided by Florida PALM will serve as our loading scenarios. We do not consider the authorship of reports from the outbound data to be in-scope for this task.
Technology	3.5	Agency end users identified for the first portion of UAT 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	Citrus has delayed the onboarding of contracted resources and integration vendors to the first quarter of calendar year 2026 due to budget and operational constraints.	The vendor's scope includes the creation of the environments for end-to-end testing.	Project Manager	The Citrus Revenue Portal will not be successfully remediated and revenue calculations will have to be done manually, dramatically increasing workload.	04/30/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Incomplete
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Extremely Confident	

Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

CITRUS Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1305-2319	Citrus Data Warehouse	AMI003 - Outbound Asset Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
2	ID1306-2424	Citrus Data Warehouse	API020 - Outbound Supplier Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
3	ID1307-2465	Citrus Data Warehouse	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
4	ID1308-2596	Citrus Data Warehouse	ARI024 - Outbound Deposit Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
5	ID1309-2639	Citrus Data Warehouse	GLI001 - Outbound ChartField Values	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
6	ID1310-2697	Citrus Data Warehouse	GLI002 - Outbound Actuals Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
7	ID1311-2744	Citrus Data Warehouse	GLI017 - Outbound ChartField Combination Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
8	ID1312-2789	Citrus Data Warehouse	GLI051 - Outbound Detail GL Journal	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
9	ID1313-2885	Citrus Data Warehouse	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
10	ID1314-2936	Citrus Data Warehouse	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
11	ID1315-3042	Citrus Data Warehouse	POI007 - Outbound Carry Forward Payable	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.
12	ID1316-3108	Citrus Data Warehouse	PRI058 - Outbound Payroll with Accounting Detail File	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Citrus anticipates beginning interface testing in March 2026 and completing it in April 2026.	Citrus has a limited budget and timeframe to perform remediations to our Agency Business Systems and their associated interfaces. As such, we have elected to award a contract in March/April 2026 with a launch date of August 1, 2026 for our remediated Agency Business Systems.	Citrus is soliciting for a vendor to perform the interface integration.	The Agency Sponsor, Project Manager, IT Director, and TBD Vendor will support the mitigation.	The impact of this not being completed will hamper the automatic capabilities of our Revenue Portal.

COM Readiness Certification #2 Dashboard Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Tisha Womack	caroline.womack@commerce.fl.	01/09/26

SUMMARY

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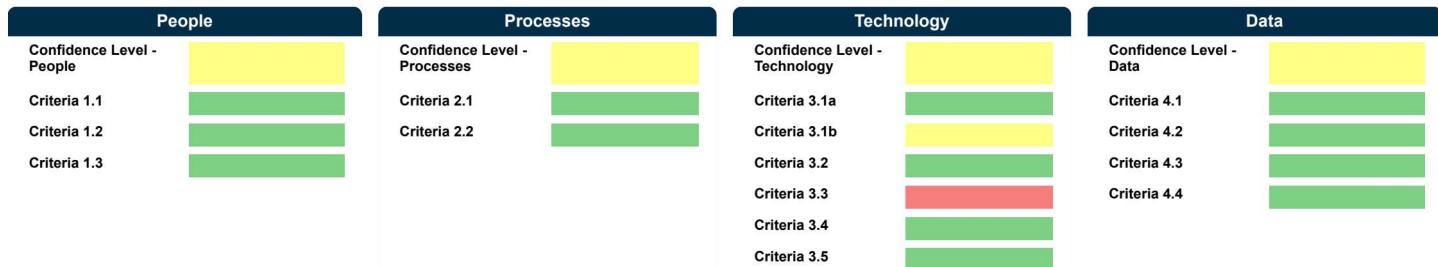
People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3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

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 71

- Number of End Users in Initial Load = 8

Percent of End Users in Initial Load = 11.27%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 59

- User Stories Completed for Applicable Standard Activities = 59

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 7

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 7

Percent Complete = 100%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 77

- Testing Not Started = 0

- Testing In Progress = 6

- Testing Complete = 71

Percent Complete = 92.21%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Becoming Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	100%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	92%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		Agency business systems under development
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Work on the agency business systems is ongoing. Resources were used to prioritize payroll and allocation business systems. Reporting systems will continue to be modified as testing output is made available.	Programming staff have been shifted to work on the systems still requiring updates.	Finance & Accounting staff, Ken Heim and Lisa Simpson, are working with programming staff as needed to support completion of remaining updates.	If the current mitigation plan is not completed Commerce will then use PALM delivered reports as much as possible to fill gaps.	06/30/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Complete
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support	Yes		

| Data | 4.4 | Agency has provided updated data mapping to support Mock Conversion 4. | 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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

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?

COM Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1340-2583	Accounting Systems MS Access Apps	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		within 7 workdays after file is made available.	Test file not yet available for ingestion.	Awaiting delivery of test file.	Matt Pendleton and Lisa Simpson	No workaround.
2	ID1335-2584	DEO PALM Data Warehouse (New SQL for PALM Interfaces)	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		within 7 workdays after file is made available.	Test file not yet available for ingestion.	Awaiting delivery of test file.	Matt Pendleton and Lisa Simpson	No workaround.
3	ID1336-2585	Financial Information System (FIS)	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		within 7 workdays after file is made available.	Test file not yet available for ingestion.	Awaiting delivery of test file.	Matt Pendleton and Lisa Simpson	No workaround.
4	ID1337-2586	Financial Management Mainframe Transition (FMMT)	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		within 7 workdays after file is made available.	Test file not yet available for ingestion.	Awaiting delivery of test file.	Matt Pendleton and Lisa Simpson	No workaround.
5	ID1338-2587	FLAIR Detail Select	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		within 7 workdays after file is made available.	Test file not yet available for ingestion.	Awaiting delivery of test file.	Matt Pendleton and Lisa Simpson	No workaround.
6	ID1339-2588	Report Delivery	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		within 7 workdays after file is made available.	Test file not yet available for ingestion.	Awaiting delivery of test file.	Matt Pendleton and Lisa Simpson	No workaround.

DACS Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
alan edwards	alan.edwards@fdacs.gov	01/09/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 67

- Number of End Users in Initial Load = 27

Percent of End Users in Initial Load = 40.3%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 63

- User Stories Completed for Applicable Standard Activities = 63

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 9

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 9

Percent Complete = 100%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 21

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 20

Percent Complete = 95.24%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	Dependent on PALM providing ARI020 outbound file updated code values
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	100%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	95%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	Yes		

Mitigation Plan

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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

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?

DACS Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID2103-3170	Financial Information System (FIS)	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Project to Provide	01/08/26 - PALM shared that ARI020 has been processed and is being reviewed now. We should have it to you a little later. The Reason Codes you mentioned in your feedback are correct codes. These codes are for paper checks. Someone is working to update the AR Config Values – Reason Codes sheet on the KC. 01/09/26 - PALM advised there was an issue with a date not being populated for ARI020. The issue will need to be resolved and the file will be processed again, so it will probably be sometime next week. The department is still waiting on the updated AR config codes to be published and shared with agencies.	1. Establish Formal Communication and Tracking •Maintain a standing weekly status update with PALM Interface and Testing teams to monitor delivery timelines. •Request written confirmation of expected delivery dates for each outstanding Outbound Interface. 2. Prioritize Interfaces Based on Criticality •Categorize all pending Outbound Interfaces into High, Medium, and Low priority based on: oDependency for Cycle 2 test scripts oImpact on downstream systems 3. Begin Early Testing Using Mock or Historical Data from Cycle 1 if possible •This allows FDACS to complete partial testing and reduce the workload once PALM delivers the actual files. 4. Prepare Test Scripts and Validation Tools in Advance •Finalize all Cycle 2 test scripts, acceptance criteria, and reconciliation procedures ahead of interface delivery. 5. Escalate Through Governance if Delays Threaten successfully completing UAT •If Outbound Interface delays extend beyond agreed upon dates, escalate through: oPALM Agency Readiness Meetings oPALM Project Governance channels 6. Document All Impacts and Dependencies	FDACS PRT	Agency would be unable to confirm successful interface testing ahead of the start of End-to-End UAT/Cycle 3 Interface testing February 2026. Would expect to test with Project at later date (TBD). Would have to complete processing of Outbound Returned Items manually.

DBPR Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 54

- Number of End Users in Initial Load = 31

Percent of End Users in Initial Load = 57.41%

Related RW Tasks

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

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 48

- User Stories Completed for Applicable Standard Activities = 48

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
688	Update UAT Plan	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	
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	No		This task will be completed by EOD on Monday.

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	Given that the UAT schedule has not been officially solidified, we focused our efforts on completing the tasks that provide the information needed to complete the UAT Plan.	The final updated version will be completed by EOD on Monday (1/12).	Linda Lawler, Adam Guediri, and Jennifer Gaines.	Minimal impact, given that we are targeting to have it completed by 1/12 or as early as possible.	01/13/26

TECHNOLOGY

Criteria

3.1 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 1

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		Versa test environment will be ready when interface testing is ccompleted.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		Test scenarios will be developed when interface testing is nearer to completion.
Technology	3.5	Agency end users identified for the first portion of UAT 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	The Versa test environment will be updated once interface errors are completely resolved.	In order to prepare the Versa test environment properly we must resolve the latest test errors.	DBPR IT	The impact would be high. The PM and OCM are collecting information to meet with RC/PALM to identify risk mitigation options as soon as possible.	01/19/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		Data has been identified but not documented with test cases.
Data	4.2	Changes to agency specific configurations have been	N/A		These will be provided after the Mock 4

Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	N/A		These will be provided after the Mock 4 cleanup is completed as the Mock 4 may impact agency specific configurations.
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	N/A		Mock 4 conversion updates will start Monday, 01/14/2026

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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DBPR Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID1430-3482	Versa Regulation Licensing System	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		01/30/2026	Invalid data that has to be traced	The error file is in review for corrections	Derrick Thomas, Jennifer Gaines	Pending discussions with DBPR-IT and PALM

DCF Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 211

- Number of End Users in Initial Load = 201

Percent of End Users in Initial Load = 95.26%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 54

- User Stories Completed for Applicable Standard Activities = 54

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 8

- Testing Not Started = 3

- Testing In Progress = 2

- Testing Complete = 3

Percent Complete = 37.5%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 24

- Testing Not Started = 1

- Testing In Progress = 3

- Testing Complete = 20

Percent Complete = 83.33%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Becoming Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	38%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	83%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		This is true for all successful interface testing to date.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		No		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Interface testing not fully complete. Other system development and remediation activities remain in progress or are pending data/formats necessary for completion.	Active management of outstanding issues which vary per system.	Quantrel Johnson; Joan Davis; DCF Project Team	We have not been given a schedule for which each system was expected to begin sending/receiving files during full UAT, so this is impossible to gauge as it impacts the overall UAT schedule. DCF expects to participate in Full UAT with each of its business systems.	04/30/26
3.4	Test scenarios for end-to-end integration testing have been partially developed but cannot be finalized due to dependencies on incomplete interface specifications and pending PALM data formats. While we have created preliminary test scenarios based on current FLAIR integration patterns and documented business processes, comprehensive end-to-end scenarios require: Final PALM file format specifications Dependent Agency business system readiness	Active management of outstanding issues which vary per system.	DCF Project Team	Impact: Without complete end-to-end test scenarios, we face elevated risk of undetected integration failures during PALM cutover. Workaround: Extended Parallel Run Operations - Implement 4-month parallel run (vs. standard 2-month) to validate integration through actual processing cycles, allowing real-world validation to supplement incomplete test scenarios Phased Cutover Approach - Transition non-critical interfaces first while maintaining FLAIR connections for critical financial processes until confidence is established through production validation	05/30/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration	100% - Submitted	Submission Complete

| | | SS21 | Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments | 1001C | Submitted | Submission Complete |

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DCF Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1432-2382	Florida Online Recipient Integrated Data Access (FLORIDA)	API002 - Inbound Voucher Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	03/31/2026	04/3/2026	Vendor responsible for development had higher priority commitments. That Blocker has been removed	Development currently in progress with Deloitte vendor.	Quantrel Johnson; Joan Davis; Rob Foster	Minor impact. Expect completion before end of full integration testing.
2	ID1433-2416	Florida Online Recipient Integrated Data Access (FLORIDA)	API006 - Inbound Payment Cancellation	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	03/31/2026	04/3/2026	Vendor responsible for development had higher priority commitments. That Blocker has been removed	Development currently in progress with Deloitte vendor.	Quantrel Johnson; Joan Davis; Rob Foster	Minor impact. Expect completion before end of full integration testing.
3	ID1437-2478	Axiom Pro - Vouchers	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	First test file not received timely from PALM (12/16). Outstanding issue relates to data warehouse load issue on DCF side stemming from inaccurate ERD originally provided by PALM. Documentation correction received 12/31. Completion of DCF app development pending successful data load and decent variety of test data.	DCF is modifying its table structure (primary key) in response to PALM documentation received 12/31. Expect to be able to retest file load by 1/15. There is risk of additional issues being identified in data/format following successful load.	Quantrel Johnson; Joan Davis; Tulasi Vanapala; Stephanie Lilly	Unable to complete development of internal system without realistic data to work with.
4	ID1436-2479	Information Delivery System (IDS)	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	First test file not received timely from PALM (12/16). Outstanding issue relates to data warehouse load issue on DCF side stemming from inaccurate ERD originally provided by PALM. Documentation correction received 12/31.	DCF is modifying its table structure (primary key) in response to PALM documentation received 12/31. Expect to be able to retest file load by 1/15. There is risk of additional issues being identified in data/format following successful load.	Quantrel Johnson; Joan Davis; Tulasi Vanapala; Stephanie Lilly	Delay in development completion for IUI002 for FRC and internal Voucher Imaging system.
5	ID1440-2589	Information Delivery System (IDS)	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	First test file not received timely from PALM (12/19). Issues reported to PALM team for resolution on 12/31. Awaiting updated test file.	None by DCF	PALM	Minor impact to DCF. Expect data use in reporting only from data warehouse.
6	ID2134-3434	Financial Resource Center	IUI002 - Inbound Inter-IntraUnit Interface	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	3/1/2026	3/31/2026	Successful data load for API031 and IUI003.	Development complete pending internal testing - held up by status of other interface file test activities. Will complete internal testing when API031 is received containing data associated with DCF's ML speedkeys.	PALM; Quantrel Johnson; Joan Davis; Stephanie Lilly; Venkata Anaparthy	Major impact to DCF's readiness for full UAT - inability to perform mass reclassifications of expenditure data as expected by DCF's business processes.
7	ID1462-3335	Grants, Revenue, Allocation and Tracking System (GRANTS)	IUI002 - Inbound Inter-IntraUnit Interface	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		2/28/2026	Errors in DCF's submission file.	DCF dev team actively engaged in analysis and redevelopment to address file content issues reported by PALM.	Quantrel Johnson; Joan Davis; Stephanie Lilly; Venkata Anaparthy; Gary Stephan	Major impact to DCF's readiness for full UAT - inability to perform mass reclassifications of data as expected by DCF's business processes.
8	ID1447-2888	Information Delivery System (IDS)	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	2/1/2026	3/31/2026	File not received from PALM to begin testing.	None by DCF	PALM	Major impact to DCF's readiness for full UAT - inability to perform mass reclassifications of expenditure data as expected by DCF's business processes.
9	ID1460-3384	Financial Resource Center	SDI007 - Inbound SpeedKey	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		2/28/2026	Errors in DCF's submission file; partially stemming from changed expectations from PALM around Payroll and PCard speedkeys requiring remediation in development previously completed.	DCF dev team actively engaged in analysis and redevelopment to address file content issues reported by PALM.	Quantrel Johnson; Joan Davis; Stephanie Lilly; Venkata Anaparthy	DCF staff will be required to maintain speedkeys manually within PALM until automation is confirmed via Full UAT.

DEM Readiness Certification #2 Dashboard
Begin All Agency UAT

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	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping
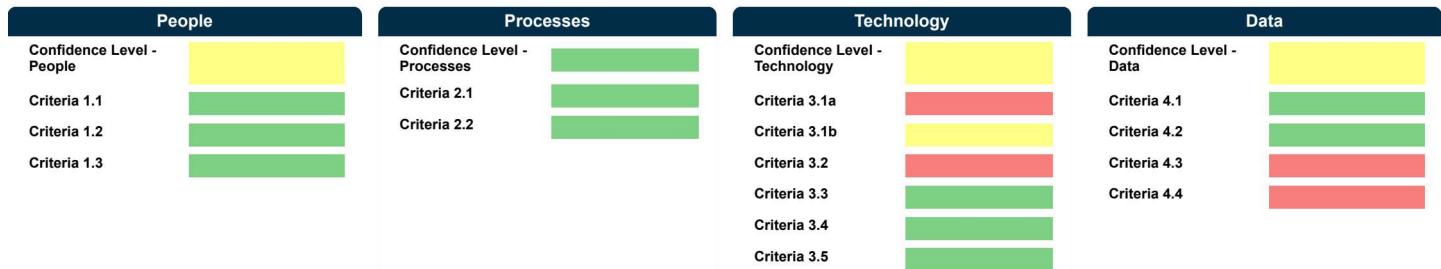
Total Number of Identified End Users = 28

- Number of End Users in Initial Load = 26

Percent of End Users in Initial Load = 92.86%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Task Closed - Submission Incomplete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 64

- User Stories Completed for Applicable Standard Activities = 64

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness	Yes	Very Confident	
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 3

- Testing Not Started = 0

- Testing In Progress = 3

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 7

- Testing Not Started = 1

- Testing In Progress = 0

- Testing Complete = 6

Percent Complete = 85.71%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Yes	Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	86%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		No		Business system documentation will be completed upon completion of interface testing.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Interface testing has not been completed	DEM is continuing to complete interface testing	DEM IT and Finance	There will be no impact to full UAT. Business systems will not impact processes.	01/31/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness	Yes	Moderately Confident	
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	No	Very Confident	Data cleansing is still in process and will be completed prior to the end of Mock 4 Conversion
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4	No		Mock 4 data was not received until 1/5/2026. Data mapping is still in progress

| | Mock Conversion 4 | | | | Data mapping is still in progress |

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?
4.3	DEM is still in the data cleansing process.	DEM will continue to complete data cleansing	DEM Finance	UAT can begin prior to full data cleansing, There will be sufficient coverted data to test all DEM processes.	01/31/26
4.4	Mock 4 conversion data was just made available in the last 5 day. Additional time is necessary to complete data mapping.	DEM is continuing map data and will complete mock 4 coversion	DEM Finance	UAT can begin prior to full data cleansing, There will be sufficient coverted data to test all DEM processes.	01/31/26

Agency Sponsor Confirmation

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

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Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DEM Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1464-3457	Informatica	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/15/2026	None - test files have been submitted to PALM. Waiting on feedback	Test files have been submitted to PALM. DEM's next actions are pending feedback from PALM	DEM IT, DEM Finance, PALM	The interface testing primarily impacts business systems that exist outside of PALM. Outcomes of the interface UAT will have little impact on the core functionality or DEM business processes.
2	ID1469-2480	Informatica	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	Testing has started on the DEM side. The files have been accessed by DEM staff who are in the process of mapping the fields to DEM business systems.	1/31/2026	DEM current business processes are not as dependent on outbound interfaces under the current process. The priority has been to complete testing on the inbound interfaces as are low risk to DEM processes	DEM staff have downloaded the outbound files and are completing the process of mapping field to the agency business systems. Upon completion of this process, DEM business systems can be fully mitigated.	DEM IT, DEM Finance	The impact to DEM processes is minimal. DEM will be able to fully use PALM functionality in UAT without completion of the outbound interface testing./
3	ID1474-3456	Florida PA	PCI006 - Inbound Project Details	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/15/2026	None - test files have been submitted to PALM. Waiting on feedback	Test files have been submitted to PALM. DEM's next actions are pending feedback from PALM	DEM IT, DEM Finance, PALM	The interface testing primarily impacts business systems that exist outside of PALM. Outcomes of the interface UAT will have little impact on the core functionality or DEM business processes.
4	ID1466-3447	Informatica	POI002 - Inbound Encumbrance Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/15/2026	None - test files have been submitted to PALM. Waiting on feedback	Test files have been submitted to PALM. DEM's next actions are pending feedback from PALM	DEM IT, DEM Finance, PALM	The interface testing primarily impacts business systems that exist outside of PALM. Outcomes of the interface UAT will have little impact on the core functionality or DEM business processes.

DEP Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Karen Armstrong	karen.e.armstrong@floridadep.g	01/09/26
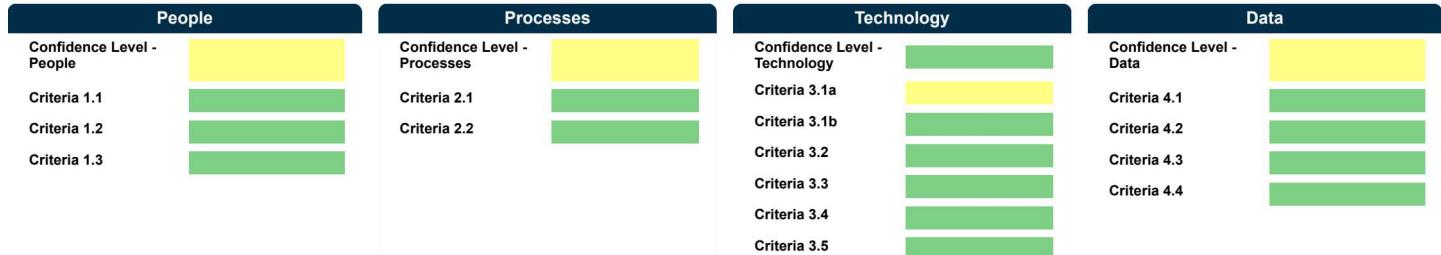
SUMMARY

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 3.1a		Criteria 4.1	
Criteria 1.2		Criteria 2.2		Criteria 3.1b		Criteria 4.2	
Criteria 1.3				Criteria 3.2		Criteria 4.3	
				Criteria 3.3		Criteria 4.4	
				Criteria 3.4			
				Criteria 3.5			

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 84

- Number of End Users in Initial Load = 72

Percent of End Users in Initial Load = 85.71%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	DEP UAT preparation will include additional information on what to expect, how test cases should be completed, coordinating multiple roles/testers, recording testing results, and communicating testing effectiveness/issues. Additional DW/BI, payroll and enterprise system information is needed to assist preparing the end user population, which will be the largest volume of users affected by PALM.
People	1.1	Agency testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 62

- User Stories Completed for Applicable Standard Activities = 62

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	DEP UAT preparation will include additional information on what to expect, how test cases should be completed, coordinating multiple roles/testers, recording testing results, and communicating testing effectiveness/issues. Additional DW/BI, payroll and enterprise system information is needed to assist preparing the end user population, which will

| Processes | 2.1 | UAT user stories have been created for all Project-recommended standard scenarios. | Yes | | | | be the largest volume of users affected by PALM. |
| Processes | 2.2 | Agency UAT Plan has been updated to align to the Project's revised UAT Approach. | 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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 4

- Testing Not Started = 0
- Testing In Progress = 1
- Testing Complete = 3

Percent Complete = 75%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 17

- Testing Not Started = 0
- Testing In Progress = 0
- Testing Complete = 17

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	75%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments

DEP Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1492-2354	SATS (Strategic Asset Tracking System)	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/9/2026	Awaiting PALM to test file that had to be updated on 1/6/2026.	Awaiting feedback from PALM on any file issues. Mitigation will depend on the issue, though we will work with the third party vendor to resolve issues as soon as possible. We were informed that the only issue testing the previous file was a description that was provided by PALM in AMI004.	Awaiting PALM to clarify if there is an issue. Otherwise, agency business liaison and technical liaison will work with the third party vendor to provide a solution.	This should not occur due as third party vendor has responded quickly to requests. As a last resort, spreadsheet upload options may be available for the basic update needs.

**DFS Readiness Certification #2 Dashboard
Begin All Agency UAT**

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Scott Fennell	scott.fennell@myfloridacfo.com	01/09/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 325

- Number of End Users in Initial Load = 257

Percent of End Users in Initial Load = 79.08%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 56

- User Stories Completed for Applicable Standard Activities = 56

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	DFS Proper - Concerned with Payroll, Pcard, Financial Reporting processes not being ready to test until August 2026 giving only 3 months of testing. This is not Enterprise A&A perspective and will be addressed through different leadership and project channels.
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 15

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 14

Percent Complete = 93.33%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 30

- Testing Not Started = 3

- Testing In Progress = 0

- Testing Complete = 27

Percent Complete = 90%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	Still waiting on changes for API002 and API015 (FLIPS) related to Foreign Addresses.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	93%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	90%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Extremely Confident	
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		

		documented and provided to the Project, if applicable.			
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DFS Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1503-2417	Unclaimed Property Management Information System (UPMIS)	API006 - Inbound Payment Cancellation	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		Depends on when Florida PALM provides feedback from test file sent.	Florida PALM processing the file and providing feedback.	Mitigation is on Florida PALM.	Florida PALM	We can start testing without this file in UAT if there is a delay. We just need to complete end-to-end testing.
2	ID1517-2485	MySafeFloridaHome	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	Depends on when Florida PALM provides a file for testing.	Depends on when Florida PALM provides a file for testing.	Florida PALM providing a file for testing with payment data. Original API002 file successfully tested 8/2025. Over 4 months later, and we are still waiting for an API031 with payments from the API002 file.	Mitigation is on Florida PALM.	Florida PALM	We need a successful test with this file to start UAT
3	ID1518-2486	Special Disability Trust Fund Claims (WaPR)	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	Depends on when Florida PALM provides a file for testing.	Depends on when Florida PALM provides a file for testing.	Florida PALM providing a file for testing with payment data. Original API002 file successfully tested 7/2025. Over 5 months later, and we are still waiting for an API031 with payments from the API002 file.	Mitigation is on Florida PALM.	Florida PALM	We need a successful test with this file to start UAT
4	ID2130-3259	Florida Integrated Payee System (FLIPS)	PRI037 - Outbound Collections Website Garnishment Remit File	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	Depends on when Florida PALM provides a file for testing.	Depends on when Florida PALM provides a file for testing.	Florida PALM providing a file for testing.	Mitigation is on Florida PALM.	Florida PALM	We will test as soon as we get a file from Florida PALM. We can start testing FLIPS in UAT without this file. We just need to complete end-to-end testing.

DJJ Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Heather DiGiacomo	heather.digiacomo@fldjj.gov	01/09/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 83

- Number of End Users in Initial Load = 19

Percent of End Users in Initial Load = 22.89%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 59

- User Stories Completed for Applicable Standard Activities = 59

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 1

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 7

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 6

Percent Complete = 85.71%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	3.1a: DJJ has only selected 1 inbound interface file. This file was sent to PALM 1/7 and is pending their review and approval. Once approved, percentage will change to 100%. 3.1b: An additional interface was approved 1/8 that will increase percentage from 57%. Another interface (AMI004) is pending information from the Project prior to completion.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	86%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT	No		Payroll and Asset Management are still a work in progress and are anticipated to be

		scenarios.				completed prior to in-person PALM sessions.
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes			
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes			
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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	Payroll: Information regarding payroll testing (expectations, pre-materials, etc.) has not been received from the Project. Additionally, the vacant HR PALM Administrator role played a role in the delay. Asset Management: Vacancy of the Deputy General Services position played a part in this delay.	Payroll: PMO is assisting with the creation of foundational test scripts. Asset Management: The Budget PALM Administrator will assist when time allows.	Payroll: Stephanie Holmes (HR) Asset Management: Pamela White (GS)	Payroll: Test scripts will be drafted by SMEs during UAT. Asset Management: Test scripts will be drafted by SMEs during UAT.	04/10/26

Agency Sponsor Confirmation

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

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Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DJJ Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1543-3481	Strategic	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		Inbound file was uploaded on 01/07/26, and is pending completion/verification by the Project. Completion date TBD since it is dependent on them.	DJJ is awaiting PALM approval.	None.	Pamela White (GS)	Minimal impact as we expect the Project to verify the interface file.
2	ID1544-2490	Axiom Pro	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		February 2026	Remediation is being completed by a third party, Image API.	Once Print Plus has been remediated, DJJ F&A staff will conduct testing to ensure the application produces the expected results.	Evelyn Jacobs and Pamela Coleman (F&A)	Impact: The impact would be extreme – Voucher imaging would revert to manual processing of paper documents, causing a workload increase. Mitigation: Documents would have to be scanned and stored on the network using a folder system. The system would need to be developed so that identification of documents within could be easily found. Confidence level in competing all testing requirements would be decreased since this important piece cannot be tested during UAT.

DLA Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping
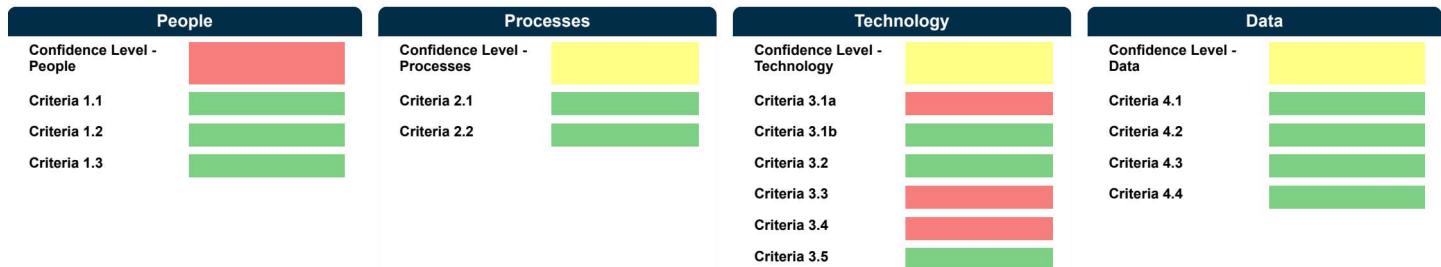
Total Number of Identified End Users = 23

- Number of End Users in Initial Load = 5

Percent of End Users in Initial Load = 21.74%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Task Closed - Submission Incomplete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 54

- User Stories Completed for Applicable Standard Activities = 54

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Task Closed - Submission Incomplete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 1

- Testing In Progress = 1

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 8

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 8

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Becoming Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No	Highly Concerned	End-to-end integration testing cannot start yet because two inbound interfaces are still in progress..
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		No	Somewhat Concerned	Test Scripts are in Progress.
Technology	3.5	Agency end users identified for the first portion of UAT have been added to the agency's IdP for the Florida PALM UAT environment.		Yes		In Progress

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	End-to-end integration testing cannot start yet because two inbound interfaces are still pending.	ARI007- Developer identified the issue and validation is going on prior to server upload. API002- Team is awaiting an updated solution from the OnBase vendor before retesting.	Agency IT Developer and Technical Lead	End-to-end integration testing cannot proceed until both inbound interfaces are successfully processed, resulting in a delay to overall testing readiness.	01/16/26
3.4	Test script development is ongoing and must incorporate newly added activities across multiple BPGs and pending inbound interface outcomes.	Internal discussions are underway to confirm execution scope for additional activities across BPGs. Test scenarios are in progress and needs to be finalized following confirmation.	Agency BA and Business Process SMEs (For validation)	End-to-end integration testing execution will be delayed untill test scenarios are fully developed and validated.	02/04/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	75% - Consolidating/Inputting Information for Submission	Task Closed - Submission Incomplete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		

		documented and provided to the Project, if applicable.			
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DLA Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID1554-2391	SQL Reporting	API002 - Inbound Voucher Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	Pending resolution of OnBase vendor issue and availability of stable test environment	TBD - dependent on vendor fix and completion of UAT activities	OnBase solution deployment was delayed due to an issue identified during installation in the test environment. As a result, inbound voucher processing to FLAIR/PALM could not be fully tested.	Vendor is actively working to resolve the OnBase installation issue. Once resolved, the solution will support creation of FLAIR encumbrances and Accounts Payable transactions, enabling inbound voucher processing and continuation of testing.	Agency IT and Vendor (OnBase) will support.	API002 inbound voucher load testing cannot proceed until the OnBase issue is resolved. Delays may impact downstream purchasing, encumbrance creation, and accounts payable processing in PALM.
ID1545-3485	OnBase	ARI007 - Inbound Deposit Data	Inbound	In Progress	1/11/2026 @ 11:16:00 AM	Testing is in progress. Developer is preparing an updated file using Revenue ChartField values as advised by DFS.	TBD- dependent on developer completion of updated file and successful downstream processing validation in UAT	File passed initial load but failed downstream processing due to non-Revenue (Asset) accounting values. Updated Revenue ChartField values are required to complete downstream processing. File update is currently in progress by developers.	PALM RC team provided guidance to use Revenue ChartField values from the StateWide COA Configuration Workbook. Developers are updating the file accordingly and will reprocess the file in UAT to complete downstream testing.	Agency IT and Developers	AR validation remains incomplete until the corrected file is successfully processed in UAT.

DMA Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
COL Adam Curry	adam.m.curry.mil@army.mil	01/06/26

SUMMARY

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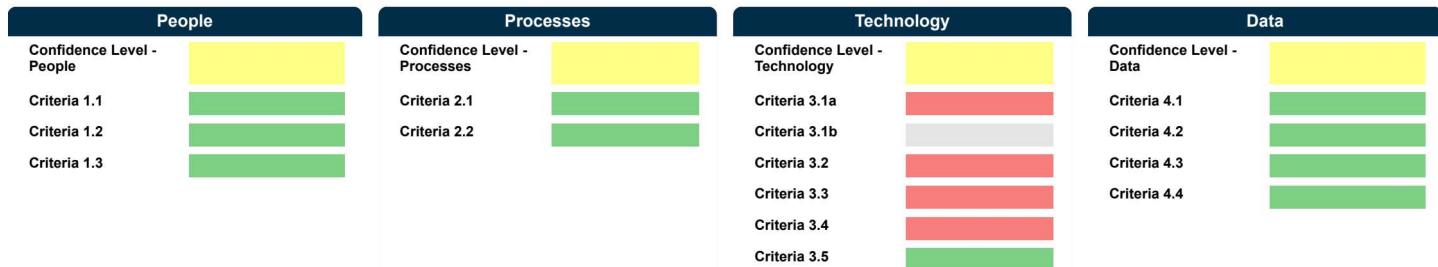
People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3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

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 29

- Number of End Users in Initial Load = 29

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 64

- User Stories Completed for Applicable Standard Activities = 64

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 2

- Testing In Progress = 0

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		No		Awaiting testing with ARRO and PALM. Testing will be conducted Jan/Feb 26
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		Awaiting testing with ARRO and PALM. Testing will be conducted Jan/Feb 26
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		No		Awaiting testing with ARRO and PALM. Testing will be conducted Jan/Feb 26
Technology	3.5	Agency end users identified for the first portion of UAT 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	Still awaiting interface testing with ARRO. Should be completed NLT Jan 26.	Working with Vendor and PALM Team to conduct testing.	Vendor/PALM Team	Manual input of data.	01/31/26
3.3	Still awaiting interface testing with ARRO. Should be completed NLT Jan 26.	Working with Vendor and PALM Team to conduct testing.	Vendor/PALM Team	Manual input of data.	01/31/26
3.4	Still awaiting interface testing with ARRO. Should be completed NLT Jan 26.	Working with Vendor and PALM Team to conduct testing.	Vendor/PALM Team	Manual input of data.	01/31/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been	Yes		

Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DMA Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1555-3103	ARRO	PRI053 - Inbound DMA Earnings and Taxes File	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	Jan/Feb 26	NLT end of Feb 26	ARRO is working with PALM to configure the correct data format.	Working with ARRO to ensure that they have the information they need.	DMA/ARRO	Manual input
2	ID1556-3104	ARRO	PRI054 - Inbound DMA New Hire and W-4 File	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	Jan/Feb 26	NLT end of Feb 26	ARRO is working with PALM to configure the correct data format.	Working with ARRO to ensure that they have the information they need.	DMA/ARRO	Manual input

DMS Readiness Certification #2 Dashboard Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Lance Dyal	lance.dyal@dms.fl.gov	01/09/26

SUMMARY

Overall Confidence Level

People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology (yellow)	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1a (yellow)	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 70

- Number of End Users in Initial Load = 70

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Task Closed - Submission Incomplete
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	Determined by Agency Sponsor. Communication, collaboration and focus are addressed in a variety of methods, multiple times a week. This is reported to the Agency Sponsor and Backup in written and in-person briefings.
People	1.1	Agency testers have been identified and prepared for the first portion of All Agency UAT.	Yes		During several rounds of End User Role Mapping, agency testers for DMS were identified and then invited to a UAT Planning Kickoff meeting. The purpose of the meeting was to present expectations, processes, and next steps for DMS UAT activities in 2026. More meetings, demos and trainings are planned as part of DMS' change management initiative. UAT Prerequisite Training has been pushed out to all End Users slotted for the initial load into PALM. The completion metric is being tracked by the DMS PALM Training Coordinator.
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		Several meetings were held with the various work group areas at DMS to review, revise and confirm information documented in the DMS Role Mapping Worksheet for Task 573-B. The Knowledge Center was used extensively for role clarification and definitions within the processes and topics.
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	Yes		The updated End User Role Mapping sheet info is being used to update the DMS UAT Plan. Additional meetings with each work unit were held to finalize testing assignments and ensure all test cases and scenarios are accounted for. Follow up review meetings TBD.

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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's

User Story Creation

Applicable Project Recommended Standard Activities = 49

- User Stories Completed for Applicable Standard Activities = 49

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Complete

		Testing	
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	Determined by Agency Sponsor.
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		All applicable user stories are in place. The Master Test Case Workbook was reviewed extensively by each work unit to ensure all PALM project-designated state standard scenarios and agency-specific scenarios are accounted for.
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	Yes		Extensive updates to the plan are in place.

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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Task Closed - Submission Incomplete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 7

- Testing Not Started = 1

- Testing In Progress = 0

- Testing Complete = 6

Percent Complete = 85.71%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 5

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 5

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Becoming Confident	Determined by Agency Sponsor based on input from the Tech Support Team.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	86%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		Dec 16: MIP and SATS documentation updates in progress. Jan 8: MIP is complete.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		After Cycle 2 was complete, this was considered ready.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		Process scenarios have been developed.
Technology	3.5	Agency end users identified for the first portion of UAT have been added to the agency's IdP for the Florida PALM UAT environment.		Yes		First load completed by PALM and confirmed by DMS.

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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Complete
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on	100% - Submitted	Submission Complete

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete	
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete	
661	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete	
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete	
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	Determined by Agency Sponsor based on input from the Tech Support Team.
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		Mock 4 data will be provided by PALM. Workbooks with overall testing framework are in place. Specifics to be determined by each DMS section as they address the assignments, scenarios and test cases in their workbooks.
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		Per the Nov 5, 2025 completion of Task 662. No pending specific configurations to date.
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		Per the Nov 7, 2025 completion of Task 587A.
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	Yes		Per the completion of Tasks 662 and 587A.

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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DMS Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID1559-2357	Strategic Asset Tracking System	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	Not applicable - testing has already commenced pursuant to the Cycle 2 Technical Interface Testing sheet.	The planned testing completion date is dependent upon action by the Florida PALM Project batch team, as the file was transmitted successfully by DMS to Florida PALM on January 2nd, 2026.	Execution by the Florida PALM Project batch team, as of January 2nd, 2026.	Delayed testing activity associated with this interface is not due to action or inaction on part of DMS. As such, any mitigating actions would be necessary for other stakeholders in the testing process and would need to be addressed by these stakeholders.	The Florida PALM Batch Team	Complete associated processes manually or by spreadsheet interface, if possible.

DOAH Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Megan S. Silver	megan.silver@doah.state.fl.us	01/09/26
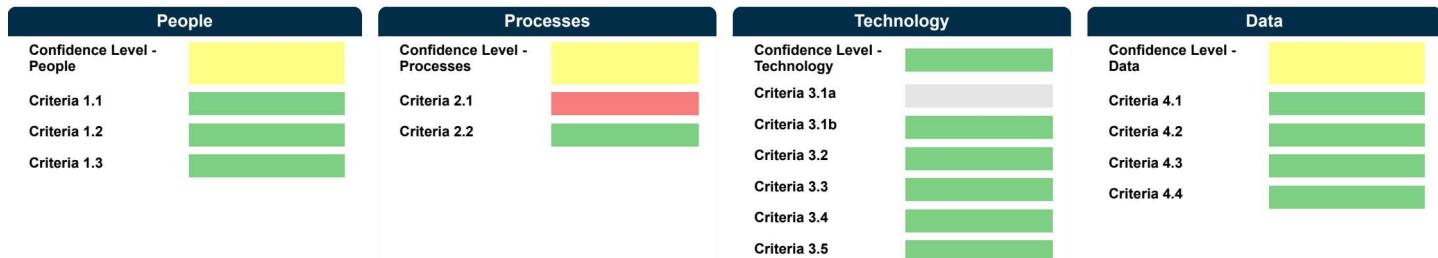
SUMMARY

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 11

- Number of End Users in Initial Load = 10

Percent of End Users in Initial Load = 90.91%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 56

- User Stories Completed for Applicable Standard Activities = 0

Percent Complete = 0%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	No		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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?
2.1	Due to five staff vacancies within our Purchasing & Accounting section—four of which are Accounting positions—DOAH's focus has been, and continues to be, maintaining essential tasks and responsibilities while simultaneously filling the vacant positions and training new staff as	With all the vacant positions now filled, DOAH's CCN Team will start working with SMEs again to develop and complete the necessary UAT scenarios prior to testing. A meeting has been scheduled for January 13, 2026 to assign scenarios by the topics and activities list to each	Agency Liaisons (Patricia Kenyon and Cindy Ardoin) and Business/Training Liaisons (Susan Sparks and 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.	02/16/26

TECHNOLOGY

Criteria

3.1 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 1

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 1

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		

Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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

Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

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?

DOE Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	01/09/26

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	🟩

Technology

Confidence Level - Technology	🟩
Criteria 3.1a	🟥
Criteria 3.1b	🟥
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	🟩

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 130

- Number of End Users in Initial Load = 130

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	No		
People	1.2	Identified testers have been assigned end user roles based on job functions.	No		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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?
1.1	PALM Project UAT Strategy shifted from SME only to "agency defined" in November.	Complete remap of user roles completed and UAT tester assignments ongoing.	Rick Owen Syeda Shamsie	Tester assignments will occur ad hoc, when in-person workshops commence.	02/02/26
1.2	PALM Project UAT Strategy shifted from SME only to "agency defined" in November.	Complete remap of user roles completed and UAT tester assignments ongoing.	Rick Owen Syeda Shamsie	Tester assignments will occur ad hoc, when in-person workshops commence.	02/02/26

PROCESSES

Criteria

2.1 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 64

- User Stories Completed for Applicable Standard Activities = 64

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Task Closed - Not Submitted
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 6

- Testing Not Started = 3

- Testing In Progress = 3

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 7

- Testing Not Started = 1

- Testing In Progress = 6

- Testing Complete = 0

Percent Complete = 0%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	0%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		No		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Competing agency IT priorities. Working through MFA updates. Shortage of development staff also delayed ABS readiness.	Re-focused on cycle 2 completion for interface testing by early spring (Feb-Mar)	Steve Marcus, Scott Jecko, Hema Gattupalli	Continue work to complete all agency ABS cycle 2 testing before commencing cycle 3.	03/31/26
3.4	Competing agency IT priorities. Working through MFA updates. Shortage of development staff also delayed ABS readiness.	Re-focused on cycle 2 completion for interface testing by early spring (Feb-Mar)	Rick Owen, Syeda Shamsie	Continue work to complete all agency ABS cycle 2 testing before commencing cycle 3.	03/31/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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

Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DOE Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1581-2366	TraQ System	AMI009 - Outbound Asset Physical Inventory Scanner File Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	Receiving updates and feedback from vendor after submitting error log from PALM.	Continuing to work with vendor within contract parameters.	Marlon Portillo	Manually updating PALM with asset information.
2	ID1582-3420	TraQ System	AMI010 - Inbound Asset Physical Inventory Scanner File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	Receiving updates and feedback from vendor after submitting error log from PALM.	Continuing to work with vendor within contract parameters.	Marlon Portillo	Manually updating PALM with asset information.
3	ID1570-3484	Client Rehabilitation Informational System (AWARE)	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/16/2025	Need to regenerate API002 in order to receive the wraparound API031 that includes encumbrance data.	Working with PALM Tech team to process second API002 test (Cycle 2 test has already passed for this interface file)	Hema Gattupalli	Unable to process and complete Cycle 2 testing of API031.
4	ID1571-2393	FLDOE Florida Grants System (FLAGS)	API002 - Inbound Voucher Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	2/1/2026	2/28/2026	Resolution of MFA findings.	Prioritizing continued ABS development while MFA work continues.	Steve Marcus	Manually updating PALM with asset information.
5	ID1578-3300	Client Rehabilitation Informational System (AWARE)	API020 - Outbound Supplier Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	None	None	Rick Owen	Obtain supplier data through MFMP export.
6	ID1574-2494	Client Rehabilitation Informational System (AWARE)	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM	Upon completion by PALM tech team	Within 30 days of receipt	File not generated and provided for testing.	None	Rick Owen	Manually updating PALM with asset information.
7	ID1576-2864	FLDOE Florida Grants System (FLAGS)	IUI002 - Inbound Inter-IntraUnit Interface	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	2/1/2026	2/28/2026	Resolution of MFA findings.	Prioritizing continued ABS development while MFA work continues.	Steve Marcus	Manually updating PALM with asset information.
8	ID1577-2893	FLDOE Florida Grants System (FLAGS)	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	Upon completion by PALM tech team	Within 30 days of receipt	File not generated and provided for testing.	None	Steve Marcus	Manually updating PALM with asset information.
9	ID1580-2982	FLDOE Florida Grants System (FLAGS)	PCI001 - Outbound Project Information Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		3/15/2026	Resolution of MFA findings.	Prioritizing continued ABS development while MFA work continues.	Steve Marcus	Manually updating PALM with asset information.
10	ID1575-3382	Client Rehabilitation Informational System (AWARE)	POI001 - Outbound Encumbrance Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	WIll need this interface generated after PALM receives POI002. Generation of API002 depends on the encumbrance number obtained from POI001.	Continuing to work with vendor within contract parameters and the PALM Tech team.	Scott Jecko	Manually updating PALM with asset information.
11	ID1572-3479	Client Rehabilitation Informational System (AWARE)	POI002 - Inbound Encumbrance Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	Waiting on Responses from the PALM team regarding the default value for the Unit of Measure field and correct values for our Speed Key (Chartfield) fields.	Continuing to monitor and address changes with vendor as information becomes available.	Scott Jecko	Manually updating PALM with asset information.
12	ID1573-3028	FLDOE Florida Grants System (FLAGS)	POI002 - Inbound Encumbrance Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	2/1/2026	2/28/2026	Resolution of MFA findings.	Prioritizing continued ABS development while MFA work continues.	Steve Marcus	Manually updating PALM with asset information.
13	ID1579-3133	FLDOE Florida Grants System (FLAGS)	SDI008 - Outbound SpeedKey	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		3/15/2026	Resolution of MFA findings.	Prioritizing continued ABS development while MFA work continues.	Steve Marcus	Manually updating PALM with asset information.

DOEA Readiness Certification #2 Dashboard Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Teresa Johnson	johnsont@elderaffairs.org	01/09/26

SUMMARY
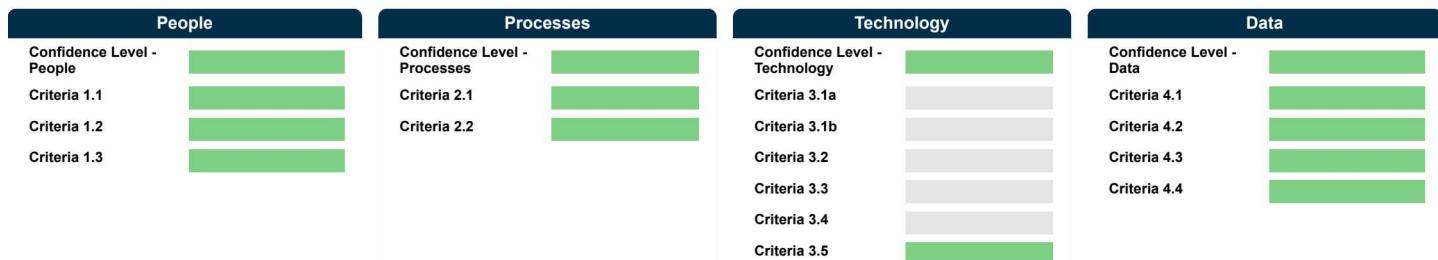
Overall Confidence Level

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

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 31

- Number of End Users in Initial Load = 30

Percent of End Users in Initial Load = 96.77%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	Yes		UAT plan is in the process of being 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?

PROCESSES

Criteria

2.1 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 55

- User Stories Completed for Applicable Standard Activities = 44

Percent Complete = 80%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	Yes		UAT plan is in the process of being 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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		N/A		Do not have agency business systems.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		N/A		Do not have agency business systems.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		N/A		No released schedule for enterprise partner for UAT availability.
Technology	3.5	Agency end users identified for the first portion of UAT 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 specific test data has been identified and documented, including source documents required for UAT scenarios.

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DOH Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 419

- Number of End Users in Initial Load = 48

Percent of End Users in Initial Load = 11.46%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 64

- User Stories Completed for Applicable Standard Activities = 64

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		Agency created SOPs are mapped to Test Cases with unique IDs
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 30

- Testing Not Started = 0

- Testing In Progress = 8

- Testing Complete = 22

Percent Complete = 73.33%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 100

- Testing Not Started = 3

- Testing In Progress = 11

- Testing Complete = 86

Percent Complete = 86%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Becoming Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	73%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	86%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		11 Interface files are still In Progress with PALM for testing. We are 75% ready with ABS to test.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	DOH is testing inbound and outbound files with the PALM Interface technical team.	DOH technical team continues to actively work and successfully complete all inbound and outbound files successfully	PALM Interface testing team and DOH technical team	DOH team will continue corresponding with the PALM team	01/30/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		DOH Team is in process of cleansing Org data.
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

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DOH Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1702-2314	Asset Management System (AMS)	AMI002 - Inbound Asset Transfer and Disposal Request	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton
2	ID1703-2350	Asset Management System (AMS)	AMI006 - Inbound Asset Additions, Adjustments and Physical Updates	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton
3	ID1704-2358	Asset Management System (AMS)	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
4	ID1705-2369	Asset Management System (AMS)	AMI010 - Inbound Asset Physical Inventory Scanner File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton	Test On Hold - DOH is in the process of rewriting AMS applicaiton
5	ID1586-3208	Cell Phone Bill Verification System (CPBVS)	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
6	ID1714-3460	Collocated Journal Transfer System (CJT)	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
7	ID1606-2495	Cell Phone Bill Verification System (CPBVS)	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	As soon as PALM gives us the file	As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
8	ID1610-2590	Debit Memo (CORTNE)	ARI020 - Outbound Returned Items Data	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	As soon as PALM gives us the file	As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
9	ID1609-2591	FIS-DOH Financial Data Warehouse (FDW)	ARI020 - Outbound Returned Items Data	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	As soon as PALM gives us the file	As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM team	Manual entry on PALM online
10	ID1590-2865	Cell Phone Bill Verification System (CPBVS)	IUI002 - Inbound Inter-IntraUnit Interface	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB
11	ID1636-2894	Cell Phone Bill Verification System (CPBVS)	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB	DOH does not need the IUI002 - CPB, thus we do not need IUI003 CPB
12	ID1639-3284	Approved Operating Budget (CORTNE)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
13	ID1640-3278	Budget Module (FIRS)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
14	ID1641-3282	Budget Posting Process	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
15	ID1642-3287	DDS Query (Disability Determinations Services)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
16	ID1643-3281	Fiscal Reports Module (FIRS)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
17	ID1644-3280	MQA Monthly Spend Plan	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
18	ID1646-3285	Schedule C	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
19	ID1648-3279	Spend Plan Module (FIRS)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
20	ID1647-3283	Surplus Deficit (CORTNE)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online
21	ID1653-3047	Payroll Reallocation Module (FIRS)	POI007 - Outbound Carry Forward Payable	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		This file can be removed from the list	This system will be retired before PALM goes live.	None - Remove the entry	None - Remove the entry	None - Remove the entry
22	ID1711-3436	Payroll System & Certified Payroll - YE Dual Year	SDI009 - Inbound Attachments	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		As soon as PALM gives us a response	Waiting on PALM to send us a response	We have let the PALM team know that we are waiting on them	PALM Integration team - Chris Slay and Ran Christian	Manual entry on PALM online

DOL Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Rebecca Ajhar	ajharb@flalottery.com	01/13/26

SUMMARY

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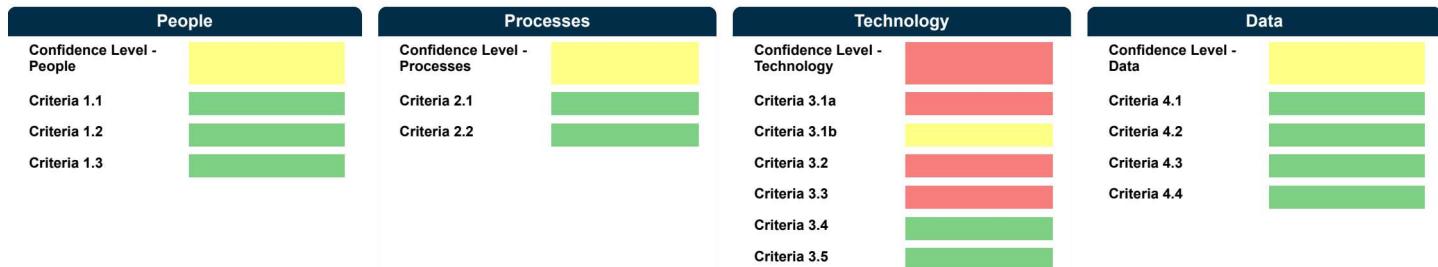
People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3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

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 22

- Number of End Users in Initial Load = 22

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 45

- User Stories Completed for Applicable Standard Activities = 0

Percent Complete = 0%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 2

- Testing In Progress = 0

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 13

- Testing Not Started = 0

- Testing In Progress = 3

- Testing Complete = 10

Percent Complete = 76.92%

Readiness Certification Worksheet						
Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Somewhat Concerned	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	77%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		No		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Interface testing has not been completed	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	Manual online entry in PALM	02/27/26
3.3	PALM End to End integration has not started	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	Manual online entry in PALM	02/27/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks			
Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		

Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DOL Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1731-2359	General Ledger	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	Tentative date: February	Tentative date: February	Internal deadlines and priorties	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	No ABS impact, this is inventory load csv file
2	ID1721-2505	General Ledger	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Tentative date: February	Internal deadlines and priorities (i.e., retailer incentives and tasks pertaining to 1099)	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	DOL would use DW/BI reports
3	ID1716-2735	General Ledger	GLI006 - Inbound Journal Entry	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	Tentative date: February	Tentative date: February	Internal deadlines and priorities (i.e., retailer incentives and tasks pertaining to 1099)	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	DOL would use manual entry
4	ID1729-3381	General Ledger	PRI007 - Outbound Salary Detail File	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Tentative date: February	Internal deadlines and priorties	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	DOL would use DW/BI reports
5	ID1730-3117	General Ledger	PRI058 - Outbound Payroll with Accounting Detail File	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Tentative date: February	Internal deadlines and priorties	Reviewing interface catalog design layout and data mapping documentation to ensure technical readiness	Business Liasion	DOL would use DW/BI reports

DOR Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a 🟨	Criteria 4.1 🟩
Criteria 1.2 🟩	Criteria 2.2 🟩	Criteria 3.1b 🟥	Criteria 4.2 🟩
Criteria 1.3 🟩		Criteria 3.2 🟩	Criteria 4.3 🟩
		Criteria 3.3 🟩	Criteria 4.4 🟩
		Criteria 3.4 🟩	
		Criteria 3.5 🟩	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 258

- Number of End Users in Initial Load = 258

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Task Closed - Submission Incomplete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 50

- User Stories Completed for Applicable Standard Activities = 50

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 32

- Testing Not Started = 0

- Testing In Progress = 6

- Testing Complete = 26

Percent Complete = 81.25%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 15

- Testing Not Started = 1

- Testing In Progress = 6

- Testing Complete = 8

Percent Complete = 53.33%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	81%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	53%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	Yes		

Mitigation Plan

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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DOR Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID1732-3472	CSP-CAMS Child Support Automated Management System	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No current blockers. This file has gone through multiple iterations.	Team is resolving the errors listed during file processing	CSP/CAMS Team. They have fixed the errors and re-submitted the file. Currently waiting on PALM to process the API002	No able to generate vouchers. Workaround could be to look into using API041-Spreadsheet upload. Most likely, the errors will be fixed.
ID1760-3415	GTA - General Tax Administration (SUNTAX)	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	Waiting on Florida PALM Project to setup BU security for DOR Refunds	Waiting on Florida PALM	Florida PALM Team	Will cause delay in Cycle 3 testing, as well as generation of API031 to process
ID2104-3172	GTA - General Tax Administration (SUNTAX)	API002 - Inbound Voucher Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	Waiting on Florida PALM Project to setup BU security for DOR Refund Interest Payments	Waiting on Florida PALM	Florida PALM Team	Will cause delay in Cycle 3 testing, as well as generation of API031 to process
ID1736-2461	GTA - General Tax Administration (SUNTAX)	API026 - Inbound DOR Supplier Levy Flag	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	Florida PALM Project modified the layout. DOR was waiting on the project for submission date	File has been submitted after 1/5/2026 discussion with the interface team.	Florida PALM Team	Will cause delay in Cycle 3 testing
ID1744-2506	CSP-CAMS Child Support Automated Management System	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	Successfully completion of API002	API002 is waiting to be processed	Florida PALM and CAMS/CSP Team	Will cause delay in Cycle 3 testing
ID1745-2507	GTA - General Tax Administration (SUNTAX)	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	1/10/26	12/19/2025	Waiting on the PALM Project to process the Refund file, and provide some relevant data	API002 is waiting to be processed	Florida PALM and GTA/SUNTAX Team	Will cause delay in Cycle 3 testing
ID2120-3395	GTA - General Tax Administration (SUNTAX)	ARI007 - Inbound Deposit Data	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No blockers, file has been re-submitted. Other Agency data not available in MOCK 2 or incorrect information provided to DOR	waiting on Florida PALM to process the file	Florida PALM	Will cause delay in Cycle 3 testing
ID2123-3474	GTA - General Tax Administration (SUNTAX)	ARI007 - Inbound Deposit Data	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No blockers, file has been re-submitted. Other Agency data not available in MOCK 2 or incorrect information provided to DOR	waiting on Florida PALM to process the file	Florida PALM	Will cause delay in Cycle 3 testing
ID1747-2592	GTA - General Tax Administration (SUNTAX)	ARI020 - Outbound Returned Items Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No blockers	File has been processed successfully after modifying the 3-digit amount values found in Florida PALM File. Waiting on PALM to provide correct file	Florida PALM	Will cause delay in Cycle 3 testing
ID1748-2606	CSP-CAMS Child Support Automated Management System	ARI024 - Outbound Deposit Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No relevant data for the CSP ABS to load.	Requesting PALM to provide a new file	Florida PALM and CSP/CAMS Team	Will cause delay in Cycle 3 testing
ID1755-2904	CSP-CAMS Child Support Automated Management System	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No relevant data for the CSP ABS to load.	Requesting PALM to provide a new file, with some relevant transfers for CSP	Florida PALM and CSP/CAMS Team	Will cause delay in Cycle 3 testing
ID1756-2905	GTA - General Tax Administration (SUNTAX)	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	No relevant data for GTA ABS to load.	GTA is mocking up some data similar do what was provided in the file.	Florida PALM and GTA/SUNTAX Team	Will cause delay in Cycle 3 testing
ID1757-3090	GTA - General Tax Administration (SUNTAX)	PRI008 - Outbound Reemployment Assistance Wage Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		12/19/2025	PALM Functional team is still in talk with Commerce to fix some of the payment records. County values will switch to work counties for employees. We recently got a go ahead to start working on the file as is.	GTA/SUNTAX is mapping the county names to county codes and will process the file. Most changes are done.	GTA/SUNTAX	Will cause delay in Cycle 3 testing

DOS Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Antonio Murphy	antonio.murphy@dos.myflorida.	01/09/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 17

- Number of End Users in Initial Load = 16

Percent of End Users in Initial Load = 94.12%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 64

- User Stories Completed for Applicable Standard Activities = 0

Percent Complete = 0%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Input Information for Submission	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		N/A		No ABS
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		N/A		No ABS
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		N/A		No ABS
Technology	3.5	Agency end users identified for the first portion of UAT 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 specific test data has been identified and documented, including source documents required for UAT scenarios.

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Task Closed - Submission Incomplete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DVA Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 59

- Number of End Users in Initial Load = 12

Percent of End Users in Initial Load = 20.34%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 55

- User Stories Completed for Applicable Standard Activities = 55

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	Yes		Agency has updated plan to match with State Timeline

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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 1

- Testing Not Started = 1

- Testing In Progress = 0

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 1

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 1

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		Agency has updated but final reviewing business system documentation as of this submission date.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	No		Mock Conversion 4 not run yet.

Mitigation Plan

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	Awaiting State to run conversion. The run date is unknown so I can't address completion of mitigation steps.	None. Awaiting state to run conversion.	State PALM Team	None	02/06/26

Agency Sponsor Confirmation

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

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Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

DVA Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID1762-2360	Asset - Inventory scanning system	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	01/14/26	01/30/2026	Scheduling with Technical staff who is traveling to the nine nursing homes for interviews, onboarding and trainings.	Prioritize testing and continue to monitor the testing sheets to see when files are available to the agency.	Romelle and Nhora	Delay the start of agency's UAT

EOG Readiness Certification #2 Dashboard Begin All Agency UAT

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	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 9

- Number of End Users in Initial Load = 9

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 56

- User Stories Completed for Applicable Standard Activities = 56

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	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	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		N/A		EOG does not have any business systems requiring interface testing.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		N/A		EOG does not have any business systems requiring integration testing.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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 specific test data has been identified and documented, including source documents required for UAT scenarios.

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	Submission Complete
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Extremely Confident	
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FCOR Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Ryan C. Schenck	ryanschenck@fcor.state.fl.us	01/09/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 6

- Number of End Users in Initial Load = 5

Percent of End Users in Initial Load = 83.33%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 62

- User Stories Completed for Applicable Standard Activities = 62

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 18

- Testing Not Started = 0

- Testing In Progress = 2

- Testing Complete = 16

Percent Complete = 88.89%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Somewhat Concerned	Agency completed Cycle2 testing for agency managed interfaces, however Cycle2 Testing for 3rd party managed business systems expected to continue up to February/2026, due to large delays in receiving Outbound interface files from FL PALM. - Latest version of Outbound AMI004 file was received on 12/23/25, which still contains errors (includes scientific notation). 3rd party vendor for Bar Code scanning tool (SSTID) started limited testing. - Latest version of Outbound AMI004 file was received on 10/29/25, 3rd party vendor for Axiom Pro (Print Plus) started the testing.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	89%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		No		1. This will be completed once Cycle2 testing is completed. 2. Agency will continue to resolve data requirements from PALM system for the Agency systems remediation, as the discussion with FL PALM reveals that there is no direct data mapping between FLAIR and PALM systems. Mock4 data, which is expected to be available in February/2026, will be used to improve understanding of PALM data.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	1. Delays in receiving PALM Outbound interfaces files (AMI004, API031) limited agency's ability to complete the Cycle2 Testing, which subsequently impacted completion of agency business system documentation (RW task 558 and 561). 2. Discussion with FL PALM reveals that there is no direct data mapping between FLAIR and PALM systems, therefore agency needs to refer multiple references and review the data in PALM to mitigate data dependency.	1. Continue to collaborate with FL PALM project team to receive the final Outbound interface file, and validate Inbound interface file. 2. Agency reassessed the plan to understand PALM data to mitigate the agency systems/ reports.	This is a partnership between FL PALM project team, FDC OIT team, FDC & FCOR business/ systems teams, and relevant 3rd party vendors.	Unknown Implication of DW/BI, Process Steps, UAT and additional system functionality (Enterprise systems) will validate what is necessary. Timeline to mitigate is tentatively 3/31/2026, assuming completion of Cycle 2 testing and remediating data dependency to PALM system.	03/31/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on	100% - Submitted	Submission Complete

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

557-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FCOR Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1764-2508	FDC - Axiom Pro	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		27-Feb-26	Delay in receiving Outbound API031 Interface file. FL PALM team shared the final API031 file on 10/29/2025. 3rd party vendor to perform Cycle2 testing and confirm.	Working with the 3rd party vendor to ensure Cycle2 testing is completed.	The 3rd party vendor, called Print Plus, for the COTS product	This is essential Interface/ critical business system for the agency, and cycle 2 Testing must be successful. Workaround: To continue working with the FL PALM project team for their support and any defect fixes.
2	ID1765-2906	FDC - Axiom Pro	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		27-Feb-26	Delay in receiving dependent Outbound API031 Interface file. FL PALM team shared the final API031 file on 10/29/2025. 3rd party vendor to perform Cycle2 testing and confirm.	Working with the 3rd party vendor to ensure Cycle2 testing is completed.	The 3rd party vendor, called Print Plus, for the COTS product	This is essential Interface/ critical business system for the agency, and cycle 2 Testing must be successful. Workaround: To continue working with the FL PALM project team for their support and any defect fixes.

FDC Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a		Criteria 4.1	
Criteria 1.2		Criteria 2.2		Criteria 3.1b		Criteria 4.2	
Criteria 1.3				Criteria 3.2		Criteria 4.3	
				Criteria 3.3		Criteria 4.4	
				Criteria 3.4			
				Criteria 3.5			

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 139

- Number of End Users in Initial Load = 134

Percent of End Users in Initial Load = 96.4%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 62

- User Stories Completed for Applicable Standard Activities = 62

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	Yes		FDC and FCOR selected Option 3 for the UAT Test planning.

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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 1

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 73

- Testing Not Started = 0

- Testing In Progress = 3

- Testing Complete = 70

Percent Complete = 95.89%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Somewhat Concerned	Agency completed Cycle2 testing for agency managed interfaces, however Cycle2 Testing for 3rd party managed business systems expected to continue up to February/2026, due to large delays in receiving Outbound interface files from FL PALM. - Latest version of Outbound AMI004 file was received on 12/23/25, which still contains errors (includes scientific notation). 3rd party vendor for Bar Code scanning tool (SSTID) started limited testing. - Latest version of Outbound AMI004 file was received on 10/29/25, 3rd party vendor for Axiom Pro (Print Plus) started the testing.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	0%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	96%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		No		1. This will be completed once Cycle2 testing is completed. 2. Agency will continue to resolve data requirements from PALM system for the Agency systems remediation, as the discussion with FL PALM reveals that there is no direct data mapping between FLAIR and PALM systems. Mock4 data, which is expected to be available in February/2026, will be used to improve understanding of PALM data.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	1. Delays in receiving PALM Outbound interfaces files (AMI004, API031) limited agency's ability to complete the Cycle2 Testing, which subsequently impacted completion of agency business system documentation (RW task 558 and 561). 2. Discussion with FL PALM reveals that there is no direct data mapping between FLAIR and PALM systems, therefore agency needs to refer multiple references and review the data in PALM to mitigate data dependency.	1. Continue to collaborate with FL PALM project team to receive the final Outbound interface file, and validate Inbound interface file. 2. Agency reassessed the plan to understand PALM data to mitigate the agency systems/ reports.	This is a partnership between FL PALM project team, FDC OIT team, FDC & FCOR business/ systems teams, and relevant 3rd party vendors.	Unknown Implication of DW/BI, Process Steps, UAT and additional system functionality (Enterprise systems) will validate what is necessary. Timeline to mitigate is tentatively 3/31/2026, assuming completion of Cycle 2 testing and remediating data dependency to PALM system.	03/31/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete

applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FDC Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1783-3469	Bar coding scanning equipment	AMI004 - Outbound Asset Physical Inventory CSV File Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		27-Feb-26	Delay in receiving Outbound AMI004 Interface file. FL PALM team shared a version of AMI004 file on 12/23/2025, which still has errors (with scientific notation). 3rd party vendor to perform Cycle2 testing and confirm.	1. Working with FL PALM team to ensure receipt of error-free Outbound AMI004 interface file. 2. Working with the 3rd party vendor to ensure Cycle2 testing is completed.	1. FL PALM team to share the defect free (without scientific notation) interface file for AMI004. 2. The 3rd party vendor, called SSTID, for the COTS product.	This is essential Interface/ critical business system for the agency, and cycle 2 Testing must be successful. Workaround: To continue working with the FL PALM project team for their support and any defect fixes.
2	ID1782-2361	Bar coding scanning equipment	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		27-Feb-26	Delay in receiving Outbound AMI004 Interface file. FL PALM team shared a version of AMI004 file on 12/23/2025, which still has errors (with scientific notation). Once final AMI004 file is received 3rd party vendor to generate Inbound AMI008 file and share.	1. Working with the 3rd party vendor to ensure the vendor has required information to generate Inbound AMI008 file. 2. Working with FL PALM project team to validate the Inbound AMI008 interface file.	1. The 3rd party vendor, called SSTID, for the COTS product 2. FL PALM project team, to validate the Inbound interface file.	This is essential Interface/ critical business system for the agency, and Inbound AMI008 must be successful. Workaround: To continue working with the FL PALM project team for their support and any defect fixes.
3	ID1784-2514	Axiom Pro	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		27-Feb-26	Delay in receiving Outbound API031 Interface file. FL PALM team shared the final API031 file on 10/29/2025. 3rd party vendor to perform Cycle2 testing and confirm.	Working with the 3rd party vendor to ensure Cycle2 testing is completed.	The 3rd party vendor, called Print Plus, for the COTS product	This is essential Interface/ critical business system for the agency, and cycle 2 Testing must be successful. Workaround: To continue working with the FL PALM project team for their support and any defect fixes.
4	ID1786-2912	Axiom Pro	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		27-Feb-26	Delay in receiving dependent Outbound API031 Interface file. FL PALM team shared the final API031 file on 10/29/2025. 3rd party vendor to perform Cycle2 testing and confirm.	Working with the 3rd party vendor to ensure Cycle2 testing is completed.	The 3rd party vendor, called Print Plus, for the COTS product	This is essential Interface/ critical business system for the agency, and cycle 2 Testing must be successful. Workaround: To continue working with the FL PALM project team for their support and any defect fixes.

FDLE Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Mike Moore	mikemoore@fdle.state.fl.us	01/09/26
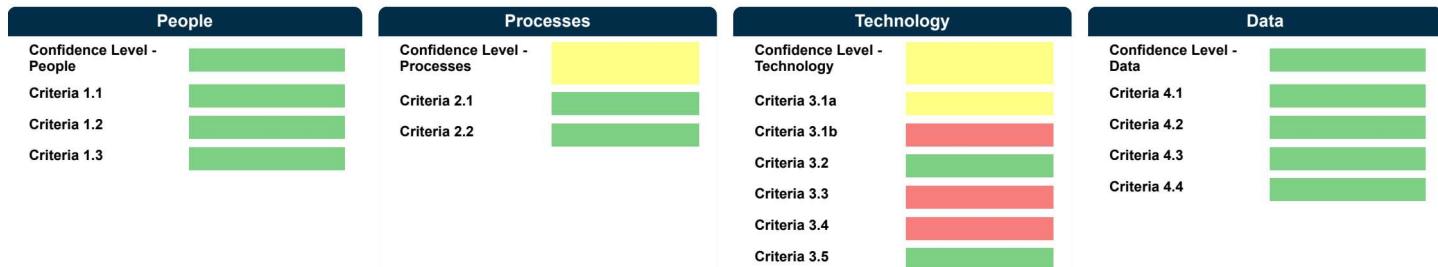
SUMMARY

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 56

- Number of End Users in Initial Load = 53

Percent of End Users in Initial Load = 94.64%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 55

- User Stories Completed for Applicable Standard Activities = 55

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 4

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 3

Percent Complete = 75%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 3

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 2

Percent Complete = 66.67%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	API031 to be ready in February 2026. AMI008 is currently being validated by PALM Cycle 2 test team.
Technology	3.1	Technical interface testing has been successfully completed.				
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	75%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	67%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		API031 to be ready in February 2026. AMI008 is currently being validated by PALM Cycle 2 test team.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		No		"Dependent on Criteria 3.3 - Axiom-Pro and Strategic Asset Tracking System (SATS), both External vendors, will need to complete functional testing prior to developing end-to-end integration test scenarios."
Technology	3.5	Agency end users identified for the first portion of UAT 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	A working test file from PALM to test API031 was not ready until 11/14/25. This delay caused the functional testing with Axiom-Pro to be delayed and is now targeted to complete in February 2026. A working test file from PALM to test AMI004 was not ready until 12/19/25. AMI008 is dependent on AMI004, causing AMI008 Interface testing to be delayed.	FDLE is working with the Vendors and Cycle 2 Test Teams to complete the functional testing of Interfaces API031 and AMI008. A timeline issue #4 has been documented related to these delays.	PALM Team, Vendor, FDLE	The initial impact is related to timeline delays in entering End-to-End integration testing. The long-term workaround is for FDLE to create manual processes to support an indirect integration with the PALM system, if needed.	02/27/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational	Criteria ID	Criteria		Criteria Met	Confidence Level	Comments

Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FDLE Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1861-3393	Strategic Asset Tracking System (SATS)	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		1/30/26	Awaiting confirmation from the PALM Cycle 2 Test team that they have validated the processed file from FDLE.	This was due to delays with defective test files received from the Florida PALM team for AMI004 outbound testing. AMI008 is dependent on AMI008 We are currently working with the Florida Palm Team to have them validate the processed file from the Vendor to complete functional testing with AMI008.	PALM Team, Vendor, FDLE	The initial impact is related to timeline delays in entering End-to-End integration testing. The long-term workaround is for FDLE to create manual processes to support an indirect integration with the PALM system, if needed.
2	ID2102-2522	Axiom Pro	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		2/27/26	Awaiting Axiom-Pro to validate their final stages of testing, before FDLE will close out this function test.	This delay was caused by test files received from the Florida Palm Team that needed to be revised twice. The test file has been updated, and we are in the final stages of testing with Axiom Pro.	PALM Team, Vendor, FDLE	The initial impact is related to timeline delays in entering End-to-End integration testing. The long-term workaround is for FDLE to create manual processes to support an indirect integration with the PALM system, if needed.

FDOT Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Lisa Saliba	lisa.saliba@dot.state.fl.us	01/09/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 742

- Number of End Users in Initial Load = 42

Percent of End Users in Initial Load = 5.66%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Task Closed - Submission Incomplete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 62

- User Stories Completed for Applicable Standard Activities = 62

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Extremely Confident	
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 18

- Testing Not Started = 0

- Testing In Progress = 1

- Testing Complete = 17

Percent Complete = 94.44%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 88

- Testing Not Started = 0

- Testing In Progress = 9

- Testing Complete = 79

Percent Complete = 89.77%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	94%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	90%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Extremely Confident	
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	Yes		

Mitigation Plan

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?

Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FDOT Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID2135-3473	Asset Management Inventory System (AMIS)	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		Unknown	The PALM team processing the file that was sent	A test file was send on 1/6/2026 and we are awaiting feedback from the PALM team	The PALM interface testing team	N/A
2	ID1874-3419	Comptroller Automation Platform (CAP)	API020 - Outbound Supplier Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Early in Cycle 3	There are no Contact records (Record Type C) on the file we received and primary contact is required for our agency business system. We have been told this information will be present on the file for cycle 3.	We are hoping the missing information from the file will be present in Cycle 3. If the data continues to be missing, we will need to change our agency business system to make this information optional.	The PALM interface testing team	We are creating our own test data and inserting in the test file before we import the data.
3	ID1873-2452	Transportation Vendor Information (TVI)	API020 - Outbound Supplier Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Early in Cycle 3	There are no Contact records (Record Type C) on the file we received and primary contact is required for our agency business system. We have been told this information will be present on the file for cycle 3.	We are hoping the missing information from the file will be present in Cycle 3. If the data continues to be missing, we will need to change our agency business system to make this information optional.	The PALM interface testing team	We are creating our own test data and inserting in the test file before we import the data.
4	ID1951-2525	Project Cost Management System (PCM)	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		March 30, 2026	The data import ETL for our Project Cost Management system relies on linking API031, PRI058, and IUI003 records to the GLI051 using the journal ID. None the test files we received has data linking the GLI051 back to this other files. We will continue testing in Cycle 3 UAT.	We created our own journal ID and updated the columns in the test file to continue testing of the import.	The FDOT OIT ETL team.	This process is crucial for determining proper funding for all FDOT projects. We need to receive journal IDs for all financial transactions in Cycle 3 UAT.
5	ID1913-2828	Contract Funds Management (CFM)	GLI051 - Outbound Detail GL Journal	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		March 30, 2026	The data import ETL for our Project Cost Management system relies on linking API031, PRI058, and IUI003 records to the GLI051 using the journal ID. None the test files we received has data linking the GLI051 back to this other files. We will continue testing in Cycle 3 UAT.	We created our own journal ID and updated the columns in the test file to continue testing of the import.	The FDOT OIT ETL team.	This process is crucial for determining proper funding for all FDOT projects. We need to receive journal IDs for all financial transactions in Cycle 3 UAT.
6	ID1956-2831	Project Cost Management System (PCM)	GLI051 - Outbound Detail GL Journal	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		March 30, 2026	The data import ETL for our Project Cost Management system relies on linking API031, PRI058, and IUI003 records to the GLI051 using the journal ID. None the test files we received has data linking the GLI051 back to this other files. We will continue testing in Cycle 3 UAT.	We created our own journal ID and updated the columns in the test file to continue testing of the import.	The FDOT OIT ETL team.	This process is crucial for determining proper funding for all FDOT projects. We need to receive journal IDs for all financial transactions in Cycle 3 UAT.
7	ID1968-2922	Project Cost Redistribution (PCR: PCMPJ017)	IUI003 - Outbound Inter-IntraUnit Interface	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		March 30, 2026	The data import ETL for our Project Cost Management system relies on linking API031, PRI058, and IUI003 records to the GLI051 using the journal ID. None the test files we received has data linking the GLI051 back to this other files. We will continue testing in Cycle 3 UAT.	We created our own journal ID and updated the columns in the test file to continue testing of the import.	The FDOT OIT ETL team.	This process is crucial for determining proper funding for all FDOT projects. We need to receive journal IDs for all financial transactions in Cycle 3 UAT.
8	ID1957-3299	Project Cost Management System (PCM)	KKI009 - Outbound Budget Detail Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		February 15, 2026	The agency business system has not been remediated to a point where it is ready to load initial allotment balances.	Testing of the recent interface files is underway and it should be completed in the next few weeks.	The FDOT OIT ETL team.	Budget checking will have to be done manually leveraging the PALM budget summary screens until this is complete.
9	ID1929-3452	Comptroller Automation Platform (CAP)	PCI001 - Outbound Project Information Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		February 15, 2026	Receiving a complete PCI001 was delayed pending the processing of a successful PCI009. File was received 12/18 and testing started 1/5. We hope to complete testing soon.	We are currently testing the file.	The FDOT UAT testing team.	Project correlations will not be properly enforced which will lead to several errors that need to be corrected manually.
10	ID1967-3122	PPS - Payroll Cost Distribution (PCD)	PRI058 - Outbound Payroll with Accounting Detail File	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		Early in cycle 3.	Per the PALM Interface Testing Team: Journal ID & Journal Line are required fields, but will not be present on this file. We will test those values during Interface Cycle 3 – End-to-End testing.	Waiting for Cycle 3 – End-to-End testing.	The PALM Interface Testing Team.	None required at this time.

FGCC Readiness Certification #2 Dashboard
Begin All Agency UAT

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	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping
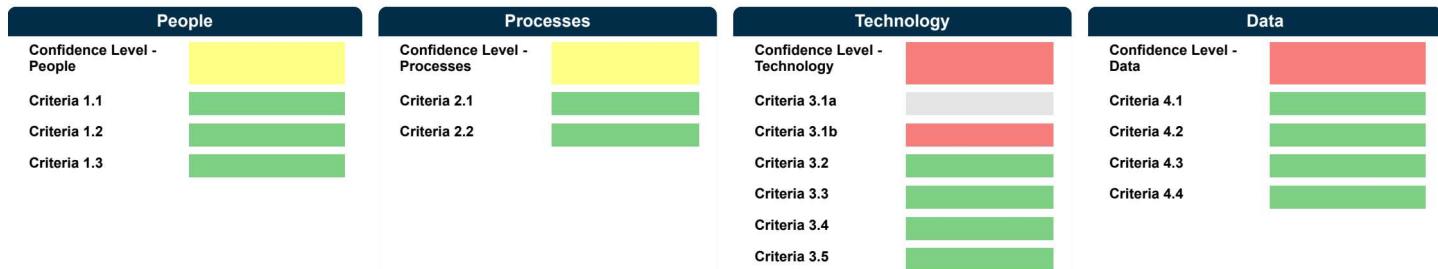
Total Number of Identified End Users = 19

- Number of End Users in Initial Load = 4

Percent of End Users in Initial Load = 21.05%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 56

- User Stories Completed for Applicable Standard Activities = 56

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 13

- Testing Not Started = 0

- Testing In Progress = 5

- Testing Complete = 8

Percent Complete = 61.54%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Somewhat Concerned	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	62%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	Yes		

Mitigation Plan

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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FGCC Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1974-3355	Agency Consolidated Financial System	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		This week	FGCC needs to review the answers provided in the question log to determine if the testing can be updated to successful	In some cases the PALM is updating the interface layout and in others we may need a new sample test file	Coordination between PALM Team and FGCC interface testing liason	There is no work around the outbound interfaces need to be successful
2	ID1975-2614	Agency Consolidated Financial System	ARI024 - Outbound Deposit Data	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		This week	FGCC needs to review the answers provided in the question log to determine if the testing can be updated to successful	In some cases the PALM is updating the interface layout and in others we may need a new sample test file	Coordination between PALM Team and FGCC interface testing liason	There is no work around the outbound interfaces need to be successful
3	ID1977-2630	Agency Consolidated Financial System	CMI004 - Outbound Bank Deposit Transactions	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		This week	FGCC needs to review the answers provided in the question log to determine if the testing can be updated to successful	In some cases the PALM is updating the interface layout and in others we may need a new sample test file	Coordination between PALM Team and FGCC interface testing liason	There is no work around the outbound interfaces need to be successful
4	ID1978-2634	Agency Consolidated Financial System	CMI013 - Outbound BAI Bank Statements	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		This week	FGCC needs to review the answers provided in the question log to determine if the testing can be updated to successful	In some cases the PALM is updating the interface layout and in others we may need a new sample test file	Coordination between PALM Team and FGCC interface testing liason	There is no work around the outbound interfaces need to be successful
5	ID1985-3379	Agency Consolidated Financial System	PRI007 - Outbound Salary Detail File	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		This week	FGCC needs to review the answers provided in the question log to determine if the testing can be updated to successful	In some cases the PALM is updating the interface layout and in others we may need a new sample test file	Coordination between PALM Team and FGCC interface testing liason	There is no work around the outbound interfaces need to be successful

FLHSMV Readiness Certification #2 Dashboard
Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 71
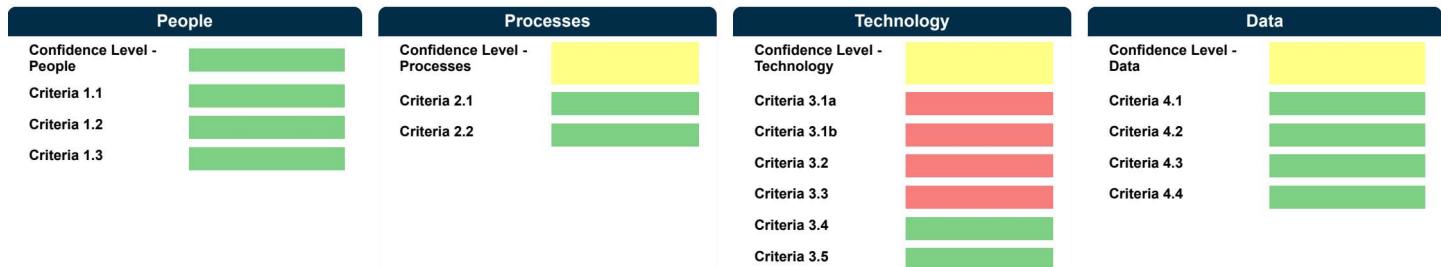
- Number of End Users in Initial Load = 66

Percent of End Users in Initial Load = 92.96%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 63

- User Stories Completed for Applicable Standard Activities = 63

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 5

- Testing Not Started = 1

- Testing In Progress = 1

- Testing Complete = 3

Percent Complete = 60%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 4

- Testing Not Started = 0

- Testing In Progress = 2

- Testing Complete = 2

Percent Complete = 50%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	60%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	50%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		No		Agency business system documentation updates will be completed before PALM UAT ends.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		Agency business system testing environments are in progress. (Supplier ID)
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	Resource and development changes.	Agency business system documentation updates will be completed before PALM UAT ends.	Technical development team and Business team	Documentation may need to be completed during UAT contingency to continue gathering support materials.	07/31/26
3.3	Agency must test Supplier ID in Prod.	Agency business system testing environments are in progress. (Supplier ID)	Technical development team and Business team	Table built and loaded to Prod. Pending further testing. Sample Supplier IDs to test in UAT have been provided while we await final Supplier IDs from PALM.	02/02/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		

		documented and provided to the Project, if applicable.			
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FLHSMV Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID1993-2317	Asset Management	AMI002 - Inbound Asset Transfer and Disposal Request	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	January 20, 2026	January 20, 2026	Technical resource changes.	Additional technical resource added.	The agency team.	Continue testing until pass result is obtained.
2	ID1991-3462	Asset Management	AMI004 - Outbound Asset Physical Inventory CSV File Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		January 9, 2026	Technical resource priorities.	Realigned technical development priorities.	The agency team.	Continue testing until pass result is obtained.
3	ID1992-2364	Asset Management	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	In Progress	1/11/2026 @ 11:16:00 AM		January 23, 2026 - Agency is reviewing PALM's error report received on January 7, 2025.	Unknown.	Agency is reviewing PALM error report, and meeting week of Jan. 12 to collaborate on report, and respond to PALM timely.	The agency team.	Continue testing until pass result is obtained.
4	ID1989-2529	Financial Accounting Management Exchange (FAME)	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		January 20, 2026	Technical resource changes.	Additional technical resource added.	The agency team.	Continue testing until pass result is obtained.

FSDB Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Tracie C. Snow	snowt@fsdbk12.org	01/08/26

SUMMARY

Overall Confidence Level
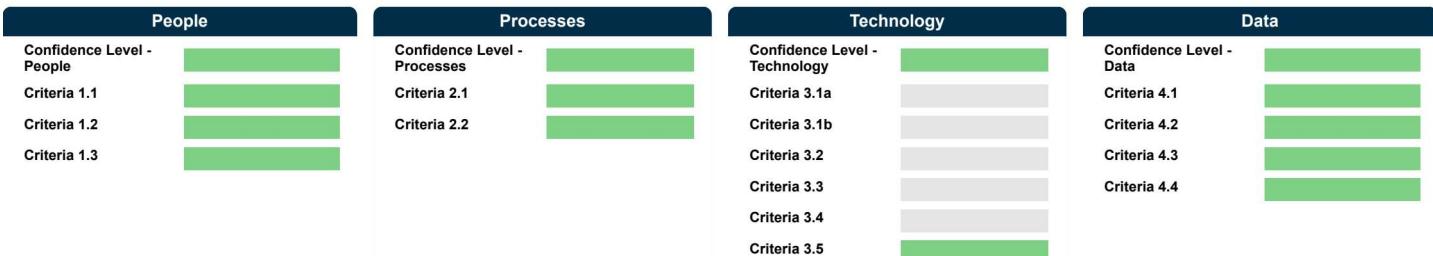
People

Confidence Level - People	
Criteria 1.1	
Criteria 1.2	
Criteria 1.3	

Processes

Confidence Level - Processes	
Criteria 2.1	
Criteria 2.2	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 11

- Number of End Users in Initial Load = 11

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 67

- User Stories Completed for Applicable Standard Activities = 0

Percent Complete = 0%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		N/A		We do not use agency business systems to interface to PALM
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		N/A		We do not use agency business systems to interface to PALM
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		N/A		We do not use agency business systems to interface to PALM
Technology	3.5	Agency end users identified for the first portion of UAT 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 specific test data has been identified and documented, including source documents required for UAT scenarios.

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

FWC Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Jessica Crawford	jessica.crawford@myfwc.com	01/05/26

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 130

- Number of End Users in Initial Load = 130

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 64

- User Stories Completed for Applicable Standard Activities = 64

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = N/A

- Testing Not Started = N/A

- Testing In Progress = N/A

- Testing Complete = N/A

Percent Complete = N/A

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 2

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 2

Percent Complete = 100%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	100%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	Yes		

Mitigation Plan

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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

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?

JAC Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	01/09/26

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	

Technology

Confidence Level - Technology	
Criteria 3.1a	
Criteria 3.1b	
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	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 270

- Number of End Users in Initial Load = 89

Percent of End Users in Initial Load = 32.96%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	Submission Complete

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 61

- User Stories Completed for Applicable Standard Activities = 61

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Extremely Confident	
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 2

Percent Complete = 100%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 11

- Testing Not Started = 0

- Testing In Progress = 5

- Testing Complete = 6

Percent Complete = 54.55%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Very Confident	See Mitigation Plan for ABS status.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	100%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	55%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		No		Should be ready by 1/31/2026
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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	BOMS webservice is currently being tested by JAC Accounting and the JROs to ensure successful transaction uploads following application enhancements.	JAC IT is actively working to address issues with the webservice. Third Party Vendor (CIP) is working to update BOMS to consume the webservice so JROs can upload data to JAC.	JAC IT is leading the mitigation plan. Third party vendor (CIP) is updating BOMS (ABS) to use the enhancements made to the webservice. The estimated timeline for completion is dependent on the response time of third party vendor (CIP) to make BOMS enhancements. JAC IT has completed webservice enhancements, and is currently waiting for feedback or future patches needed (if applicable).	If not completed, JAC accounting would have to manually enter/key in data submitted by JROs via email.	02/28/26

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Extremely Confident	Pending F.S. confirmation/validation

Data	4.0	Overall Data Readiness			Extremely Confident	Pending P.S. confirmation/validation
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes			
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes			
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes			
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

JAC Mitigation for Incomplete Cycle 2 Testing

	Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
1	ID2011-2532	Court Appointed Attorney Tracking System (CAATS)	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	JAC had questions about the API031. Email was sent to PALM on Nov 3rd, 2025. Received answers to the questions via email on 1/7/	Update some business logic in the ABS	JAC IT	If testing is not completed by 1/31/2026. We will still have 9 months for UAT where we can resolve issues that have not been discovered yet.
2	ID2019-2533	DOGS	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	JAC had questions about the API031. Email was sent to PALM on Nov 3rd, 2025. Received answers to the questions via email on 1/7/	Update some business logic in the ABS	JAC IT	If testing is not completed by 1/31/2026. We will still have 9 months for UAT where we can resolve issues that have not been discovered yet.
3	ID2010-2535	Laserfiche	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	JAC had questions about the API031. Email was sent to PALM on Nov 3rd, 2025. Received answers to the questions via email on 1/7/	Update some business logic in the ABS	JAC IT	If testing is not completed by 1/31/2026. We will still have 9 months for UAT where we can resolve issues that have not been discovered yet.
4	ID2009-2536	Mailtracker	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		1/31/2026	JAC had questions about the API031. Email was sent to PALM on Nov 3rd, 2025. Received answers to the questions via email on 1/7/	Update some business logic in the ABS	JAC IT	If testing is not completed by 1/31/2026. We will still have 9 months for UAT where we can resolve issues that have not been discovered yet.
5	ID2016-2534	Due Process Reports	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		3/31/2026	JAC needs database access to PALM IW	We will use information from outbound files API031 and API020 to fix the report	JAC IT	If testing is not completed by 1/31/2026. We will still have 9 months for UAT where we can resolve issues that have not been discovered yet.

LEG Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Heather Cleary	cleary.heather@leg.state.fl.us	01/09/26
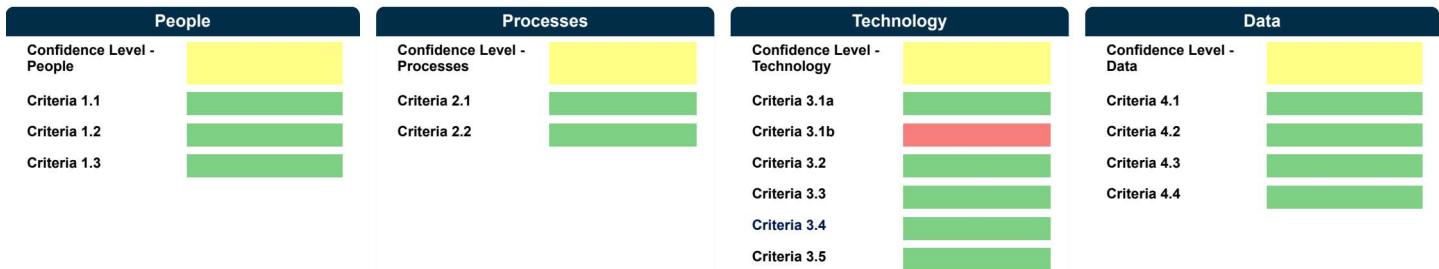
SUMMARY

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 27

- Number of End Users in Initial Load = 27

Percent of End Users in Initial Load = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 55

- User Stories Completed for Applicable Standard Activities = 0

Percent Complete = 0%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	Submission Complete

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 7

- Testing Not Started = 0

- Testing In Progress = 0

- Testing Complete = 7

Percent Complete = 100%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 1

- Testing Not Started = 1

- Testing In Progress = 0

- Testing Complete = 0

Percent Complete = 0%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	Including this comment for the Status of the Outbound Cycle 2 Interface Testing: the outbound PRI007 file was submitted to LEG in December and the Payroll Team is still working through testing efforts to make sure there are no issues on our end.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	100%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	0%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		The LEG systems that can be tested and ready for Florida PALM have been.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		

| Data | 4.4 | Agency has provided updated data mapping to support Mock Conversion 4. | 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 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

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?

LEG Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID2049-3088	Legislative Personnel / Payroll System (OLS HR)	PRI007 - Outbound Salary Detail File	Outbound	Not Started	1/11/2026 @ 11:16:00 AM	The files have been received by Florida PALM and LEG has shared with the vendor. The vendor is working through testing.	1/30/2026	The timing that the files were received by Florida PALM did not provide ample time to test and provide feedback prior to Readiness Certification #2 being due.	The files are being tested and worked as quickly and efficiently as possible. LEG will continue to work with the vendor to complete testing until it testing for PRI007 has been finalized.	Andrea Simpson Barbara Gleasman Lee Boatwright Heather Cleary	LEG should be able to receive the data from Florida PALM via interface. Not all of the custom fields may be available online and viewable by users if the data is not received via interface. LEG will continue to work with the vendor to finalize testing until testing is complete.

PSC Readiness Certification #2 Dashboard Begin All Agency UAT

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 3.1a	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.1b	Criteria 4.2
Criteria 1.3		Criteria 3.2	Criteria 4.3
		Criteria 3.3	Criteria 4.4
		Criteria 3.4	
		Criteria 3.5	

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 9

- Number of End Users in Initial Load = 6

Percent of End Users in Initial Load = 66.67%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

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 testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 43

- User Stories Completed for Applicable Standard Activities = 43

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

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	UAT user stories have been created for all Project-recommended standard scenarios.	Yes		
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	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	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	N/A			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		N/A		Agency business systems will not interface with FL PALM.
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		N/A		Agency business systems will not interface with FL PALM.
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		N/A		Agency business systems will not interface with FL PALM.
Technology	3.5	Agency end users identified for the first portion of UAT 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 specific test data has been identified and documented, including source documents required for UAT scenarios.

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Task Closed - Not Submitted
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

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 specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	No		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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?
4.3	Cleansing is an on-going process that wasn't completed by task due date.	Continue to cleanse data.	Fiscal Section	Data that is not cleansed may not load into FL PALM/UAT.	07/31/26

Agency Sponsor Confirmation

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

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Future Readiness Certification Submissions

Readiness Certification 3 - June 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress.

Readiness Certification 4 - November 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 4: Agency Readiness.

SCS Readiness Certification #2 Dashboard
Begin All Agency UAT

Readiness Certification #2 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Eric W. Maclure, Sta	macluree@flcourts.org	01/09/26

SUMMARY
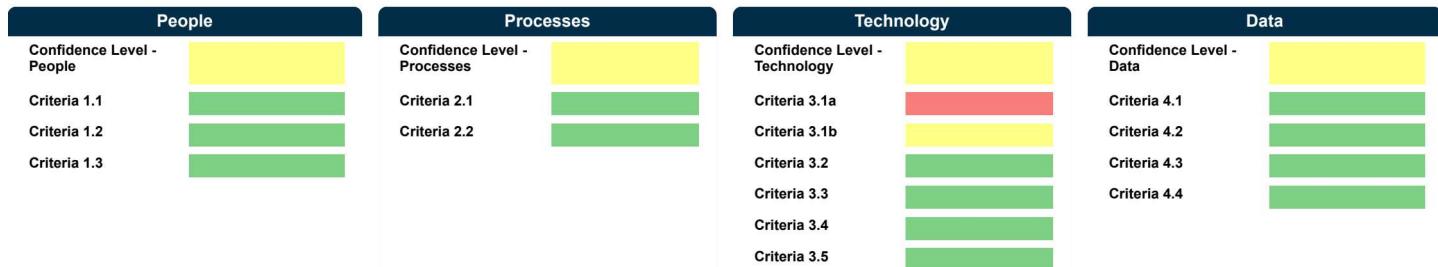
Overall Confidence Level

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

PEOPLE

Criteria

1.1 Agency testers have been identified and prepared for the first portion of All Agency UAT.

1.2 Identified testers have been assigned end user roles based on job functions.

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

Role Mapping

Total Number of Identified End Users = 164

- Number of End Users in Initial Load = 159

Percent of End Users in Initial Load = 96.95%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
573-B	Complete and Submit End User Role Mapping Worksheet.	100% - Submitted	Submission Complete
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	Once SCS personnel exercise the PALM Application System, SCS will reassess our confidence around: - Personnel preparation and training completeness SCS personnel success criteria will be measured by accurately processing business transaction around Financial Accounting, HR/Payroll, Reporting, Business Intelligence and Data Warehouse decision support information. SCS is also dependent on successful migration and transformation of our Agency Business Systems, Interfaces and Enterprise Partner Applications in order to process full transaction life-cycle testing scenarios.
People	1.1	Agency testers have been identified and prepared for the first portion of All Agency UAT.	Yes		
People	1.2	Identified testers have been assigned end user roles based on job functions.	Yes		
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.	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 UAT user stories have been created for all Project-recommended standard scenarios.

2.2 Agency UAT Plan has been updated to align to the Project's revised UAT Approach.

User Story Creation

Applicable Project Recommended Standard Activities = 46

- User Stories Completed for Applicable Standard Activities = 46

Percent Complete = 100%

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	
688	Update UAT Plan	100% - Submitted	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Process	2.0	Overall Process Readiness		Moderately Confident	Once SCS exercises the PALM Application

Processes	2.0	Overall Processes Readiness			Moderately Confident	Once SCS exercises the PALM Application System, SCS will reassess our confidence around: - Validating modifications to agency Business Business Processes, Personnel, Organizational Structure and Business Systems, - Validating testing accuracy in comparison to FLAIR results
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	Yes			
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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 Technical interface testing has been successfully completed.

3.2 Agency business system documentation has been updated based on technical interface testing results.

3.3 Agency business system testing environments are ready for end-to-end integration testing.

3.4 Test scenarios for end-to-end integration testing have been developed.

3.5 Agency end users identified for the first portion of UAT 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
660	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
664	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
665	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
667	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
668	Submit Monthly Progress Report - Testing	100% - Submitted	Submission Complete
592	Agency IdP SMEs Add End Users to Agency's Identity Provider	100% - Submitted	

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 1

- Testing In Progress = 0

- Testing Complete = 1

Percent Complete = 50%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 11

- Testing Not Started = 0

- Testing In Progress = 2

- Testing Complete = 9

Percent Complete = 81.82%

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness			Moderately Confident	SCS is dependent on successful migration and transformation of our Agency Business System Applications, Interfaces and Enterprise Partner Applications in order to process full transaction life-cycle testing scenarios. SCS success criteria will be measured by accurately processing business transaction around Financial Accounting, HR/Payroll, Reporting, Business Intelligence and Data Warehouse decision support information.
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing	50%			
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing	82%			
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.		Yes		
Technology	3.3	Agency business system testing environments are ready for end-to-end integration testing.		Yes		
Technology	3.4	Test scenarios for end-to-end integration testing have been developed.		Yes		
Technology	3.5	Agency end users identified for the first portion of UAT 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?

Mitigation for Incomplete Cycle 2 Testing

Specific mitigation plans are required for any interfaces that have not completed Interface Cycle 2 - Technical Testing. Click here to view your agency *Mitigation for Incomplete Cycle 2 Testing* worksheet.

DATA

Criteria

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

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
574	Prepare Documentation for User Acceptance Testing	100% - Submitted	

4.2 Changes to agency specific configurations have been documented and provided to the Project, if applicable.

4.3 Agency data is cleansed based on Mock Conversion 3.

4.4 Agency has provided updated data mapping to support Mock Conversion 4.

		Acceptance Testing		
587-A	Complete Data Cleansing Based on Mock Conversion 3	100% - Submitted	Submission Complete
587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	100% - Submitted	Submission Complete
587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	100% - Submitted	Submission Complete
661	Update Conversion Field Mapping	100% - Submitted	Submission Complete
662	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	Once SCS personnel exercise the PALM Application System, SCS will reassess our confidence around: - Validating testing accuracy in comparison to FLAIR results and - Validating Data conversion completeness and PALM Configuration Values. SCS success criteria will be measured by accurately processing business transaction around Financial Accounting, HR/Payroll, Reporting, Business Intelligence and Data Warehouse decision support information. SCS is also dependent on successful migration and transformation of our Agency Business Systems, Interfaces and Enterprise Partner Applications in order to process full transaction life-cycle testing scenarios.
Data	4.1	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.2	Changes to agency specific configurations have been documented and provided to the Project, if applicable.	Yes		
Data	4.3	Agency data is cleansed based on Mock Conversion 3.	Yes		
Data	4.4	Agency has provided updated data mapping to support Mock Conversion 4.	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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SCS Mitigation for Incomplete Cycle 2 Testing

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Type	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?	What mitigation actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if testing is not completed?
ID2133-3340	Transaction History	AMI003 - Outbound Asset Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		January 2026	After recently receiving the PALM AMI003 file in late December 2025, SCS is targeting to complete testing in January 2026	In-agency systems to track SCS Assets	Financial Services	Impact is minimal due to Asset inventory processed mainly once per year, also adjustments are captured on a monthly basis.
ID2087-3466	STRATEGIC ASSET TRACKING SYSTEM (SATS)	AMI004 - Outbound Asset Physical Inventory CSV File Extract	Outbound	In Progress	1/11/2026 @ 11:16:00 AM		January 2026	SCS is dependent on our Enterprise Partner (SATS) to successfully process the PALM AMI004 file then generate the AMI008 file in the January 2026 time period for SCS to send to PALM for processing.	In-agency systems to track SCS Assets	Financial Services	Impact is minimal due to Asset inventory processed mainly once per year, also adjustments are captured on a monthly basis.
ID2088-2365	STRATEGIC ASSET TRACKING SYSTEM (SATS)	AMI008 - Inbound Asset Physical Inventory CSV File Load	Inbound	Not Started	1/11/2026 @ 11:16:00 AM	After recently receiving the PALM AMI004 file in late December 2025, SCS is dependent on our Enterprise Partner (SATS) to successfully generate the AMI008 file in the January 2026 time period for SCS to send to PALM for processing.	January 2026	SCS is dependent on our Enterprise Partner (SATS) to successfully process the PALM AMI004 file then generate the AMI008 file in the January 2026 time period for SCS to send to PALM for processing.	In-agency systems to track SCS Assets	Financial Services	Impact is minimal due to Asset inventory processed mainly once per year, also adjustments are captured on a monthly basis.