

All Agency Processes Mitigation Report Certification #2

Agency	Critical Operational Element	Criteria ID	Criteria	Why has the criteria not been met?	What mitigating actions 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	DBPR	Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.	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.
2	DOAH	Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.	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 on their core daily functions.	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 identified team member.	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.