Readiness Criteria: Update 1 – Begin UAT and Interface Testing

Agencies will provide the first update to Agency Readiness Certification in July 2025 (RW Task 593) to indicate they are ready to begin participating in User Acceptance Testing (UAT) and Cycle 2 – Technical Interface Testing. Readiness criteria for this certification update are provided in Table 1.

Table 1: Update 1 Readiness Criteria

Critical Operational Element	Readiness Criteria *Update 1: Begin UAT and Interface Testing*	Related RW Tasks or Project Activity
People	• Agency identified SMEs have been assigned end user roles based on job functions. • UAT Roles and Responsibilities have been identified in agency-specific UAT Plan. • SMEs have been identified and prepared to participate in UAT.	• Task 536 – Create Agency-Specific User Acceptance Testing Plan • Task 573-A – Complete and Submit End User Role Mapping Worksheet for UAT
Processes	• Agency UAT success criteria has been identified. • Change impacts have been identified for agency processes. • Creation of at least 75% of the Project-recommended standard UAT scenarios.	• Task 536 – Create Agency-Specific User Acceptance Testing Plan • Task 560 – Submit Change Analysis Tool • Task 574 – Prepare Documentation for User Acceptance Testing
Technology	• Agency interface needs have been confirmed. • Agency business system remediation for Tier 1 systems is at least 75% complete. • Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM. • Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT. • Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	• Task 557 – Confirm Interface Inventory for Cycle 2 Interface Testing • Task 576 – Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing • Task 578 – Confirm Identity Provider for Florida PALM • Task 591 – Confirm IdP Configuration for Florida PALM
Data	• Agency has documented reporting needs. • Agency specific test data has been identified and documented,	• Task 560 – Submit Change Analysis Tool • Task 574 – Prepare Documentation for User Acceptance Testing

Critical Operational Element	Readiness Criteria *Update 1: Begin UAT and Interface Testing*	Related RW Tasks or Project Activity
	including source documents required for UAT scenarios. • Agency specific configurations have been confirmed. • Agency data is cleansed based on Mock Conversion 2 results. • Agency has provided updated data mapping to support Mock Conversion 3.	• Task 657 – Submit Updated Configuration Workbooks • Task 659 – Update Conversion Field Mapping • Task 571 – Complete Data Cleansing Based on Mock Conversion 2

Readiness Criteria: Update 2 – Begin All Agency UAT

Agencies will provide the second update to Agency Readiness Certification in January 2026 (RW Task 606) to indicate they are ready to begin All Agency UAT to test end-to-end processes, including agency business systems and enterprise systems. Readiness criteria for this certification update are provided in Table 2.

Table 2: Update 2 Readiness Criteria

Critical Operational Element	Readiness Criteria *Update 2: Begin All Agency UAT*	Related RW Tasks or Project Activity
People	• Agency testers have been identified and prepared for the first portion of all agency UAT. • Identified testers have been assigned end user roles based on job functions. • UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	• Task 573-B – Complete and Submit End User Role Mapping Worksheet • Task 688 – Update UAT Plan
Processes	• UAT user stories have been created for all Project-recommended standard scenarios. • Agency UAT Plan has been updated to align the Project's revised UAT Approach.	• Task 574 – Prepare Documentation for User Acceptance Testing • Task 688 – Update UAT Plan
Technology	• Technical interface testing has been successfully completed. • Agency business system documentation has been updated based on technical interface testing results.	• Task 592 – Agency IdP SMEs Add End Users to Agency's Identity Provider • Submit Monthly Progress Reports - Testing

Critical Operational Element	Readiness Criteria *Update 2: Begin All Agency UAT*	Related RW Tasks or Project Activity
	• Agency business system testing environments are ready for end-to-end integration testing. • Test scenarios for end-to-end integration testing have been developed. • Agency end users identified for the first portion of UAT have been added to the agency's IdP for the Florida PALM UAT environment.	
Data	• Agency specific test data has been identified and documented, including source documents required for UAT scenarios. • Changes to agency specific configurations have been documented and provided to the Project, if applicable. • Agency data is cleansed based on Mock Conversion 3. • Agency has provided updated data mapping to support Mock Conversion 4.	• Task 574 – Prepare Documentation for User Acceptance Testing • Task 587 - A – Complete Data Cleansing Based on Mock Conversion 3 • Task 587-B - Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers • Task 587-C - Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects • Task 662 - Submit Updated Configuration Workbooks • Task 662-A – Submit Updated Configuration Workbooks – State Program Selection for Budget Allotments • Task 661 – Update Conversion Field Mapping

Readiness Criteria: Update 3 – Continue UAT and Prepare for Training

Agencies will provide the third update to Agency Readiness Certification in July 2026 (RW Task 619) providing an update of UAT progress and preparations for agency-specific training. Readiness criteria for this certification update are provided in Table 3.

Table 3: Update 3 Readiness Criteria

Critical Operational Element	Readiness Criteria *Update 3: Continue UAT and Prepare for Training*	Related RW Tasks or Project Activity
People	• Agency Training Plan has been updated.	• Task 607 – Update Training Plan

Critical Operational Element	Readiness Criteria *Update 3: Continue UAT and Prepare for Training*	Related RW Tasks or Project Activity
	• Agency has identified all agency specific learning materials to be developed to support end user training. • All agency end users have been role mapped in preparation for the UAT refresh. • All SOD conflicts have been resolved or approved by A&A for the UAT refresh. • Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.	• Task 604 – Create Agency-Specific Learning Materials to Support End Users • Task 702 – Submit Role Mapping Worksheet • Submit Monthly Progress Reports – Testing, Training
Processes	• Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. • Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. • Agency has identified all process documentation to be created or updated based on testing results.	• Task 602 – Update Agency Business Process Documentation • Submit Monthly Progress Reports – Testing, Training
Technology	• All Cycle 3 interfaces have been successfully tested in UAT multiple times. • Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. • Agency is prepared to execute plan to complete interface testing after UAT refresh. • Agency business systems are being remediated and documentation updated as needed, based on testing findings.	• Submit Monthly Progress Reports – Testing, Training

Critical Operational Element	Readiness Criteria *Update 3: Continue UAT and Prepare for Training*	Related RW Tasks or Project Activity
Data	• Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. • Agency configuration and conversion workbooks are complete and contain no errors. • Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.	• Task 701 – Submit Configuration and Conversion Workbooks • Task 698 – Complete Data Cleansing in Preparation for Dry Run 2 • Task 713 – Confirm Supplier Records • Submit Monthly Progress Reports – Testing, Training

Readiness Criteria: Final – Ready to Go-Live

Final submission of the Agency Readiness Certification will occur in November 2026 (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.

Readiness criteria for the certification submission are provided in Table 4. Some criteria required for go-live will be completed after the Submission of Agency Readiness Certification in November. Those items will be reported in the monthly progress report, which will indicate the criteria minimum for the period.

Table 4: Final Readiness Criteria

Critical Operational Element	Readiness Criteria *Final: Ready to Go-Live*	Related RW Tasks or Project Activity
People	• At least 25% of end users have completed Project-provided training, and the agency has a documented plan to complete remaining training before the end of January 2027. • All agency-led training sessions have been scheduled and sessions have begun. • End users have practiced or will practice completing job functions in UAT before go-live. • End users have tested and validated end user roles. • All impacted stakeholders are aware of go-live. • Agency is tracking user and role changes in UAT since the UAT Refresh, has a plan for a final	• Task 711 – Submit Role Mapping Worksheet • Submit Monthly Progress Reports – Testing, Training, Cutover

Critical Operational Element	Readiness Criteria *Final: Ready to Go-Live*	Related RW Tasks or Project Activity
	submission of complete and error-free role mapping before go-live and has a plan to track user or role changes until cutover. • Agency has identified their post-implementation support team and has a plan to prepare that team for their roles after go-live.	
Processes	• All critical business processes from end-to-end have been tested and validated. • All process changes have been identified and at least 50% of business process documentation has been updated and prepared for distribution, and agency has a fully documented plan to complete the updates and distribute prior to January 2027.	• Submit Monthly Progress Reports – Testing, Training, Cutover
Technology	• All interfaces needed for go-live have been tested and validated. • All agency business systems remediation, needed for go-live (e.g., Tier 1), have been tested and validated. • Agency has developed their agency specific deployment plan. • Agency has drafted their agency specific cutover and has a plan to test, update and confirm prior to cutover. • Agency has developed their post implementation support plan.	• Task 586 – Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live • Task 623 – Create Agency Post-Implementation Support Plan • Submit Monthly Progress Reports – Testing, Training, Cutover
Data	• All agency specific configurations have been tested, validated and agency is prepared to submit prior to go-live. • Agency data in FLAIR, FACTS and MFMP is cleansed based on Dry Run 3 and 4 conversion results. • Agency data is ready for final conversion and agency has a	• Task 706 – Submit Configuration and Conversion Workbooks • Task 705 – Complete Data Cleansing in Preparation for Dry Run 3 • Task 709 – Submit Configuration and Conversion Workbooks

Critical Operational Element	Readiness Criteria *Final: Ready to Go-Live*	Related RW Tasks or Project Activity
	plan to maintain the data until cutover. • All reporting needs and solutions have been tested and validated.	• Task 710 – Complete Data Cleansing in Preparation for Dry Run 4 • Task 712 – Complete Data Cleansing in Preparation for Go Live • Task 714 – Submit Configuration and Conversion Workbooks in Preparation for Go Live • Submit Monthly Progress Reports – Testing, Training, Cutover