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 is 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

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 574 – Prepare Documentation for User Acceptance Testing • 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 – Continue UAT and Prepare for Full Integration Testing

Agencies will provide the second update to Agency Readiness Certification in November 2025 (RW Task 606) to indicate they are ready to continue UAT and are prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems. Readiness criteria for this certification update is provided in Table 2.

Table 2: Update 2 Readiness Criteria

Critical Operational Element	Readiness Criteria *Update 2: Continue UAT and Prepare for Full Integration Testing*	Related RW Tasks or Project Activity
People	• Agency specific training plan is completed. • Agency end users have been assigned end user roles based on job functions. • SMEs have participated in delivered, Project-led UAT sessions and are prepared to lead UAT Full within the agency.	• Task 568 – Create Training Plan for Agency Managed End User Training • Task 573-B – Complete and Submit End User Role Mapping Worksheet for Remaining End Users • Submit Monthly Progress Reports - Testing
Processes	• UAT user stories have been created for all Project-recommended standard scenarios. • Agency has executed all user stories in UAT Online.	• Task 574 – Prepare Documentation for User Acceptance Testing • Task 663 - Update UAT Documentation • Submit Monthly Progress Reports - Testing
Technology	• Technical interface testing has been successfully completed. • Agency business system documentation is being updated based on UAT results.	• Task 592 – Agency IdP SMEs Add End Users to Agency's Identity Provider

Critical Operational Element	Readiness Criteria *Update 2: Continue UAT and Prepare for Full Integration Testing*	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. • Remaining agency end users have been added to the agency's IdP for the Florida PALM UAT environment.	• Submit Monthly Progress Reports - Testing
Data	• 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. • Florida PALM provided reports have been tested and validated.	• Task 587 – Complete Data Cleansing Based on Conversion 3 • Task 662 - Submit Updated Configuration Workbooks • Task 661 – Update Conversion Field Mapping • Submit Monthly Progress Reports - Testing

Readiness Criteria: Update 3 – Continue UAT, Begin Agency-Specific Training and Cutover Activities

Agencies will provide the third update to Agency Readiness Certification in March 2026 (RW Task 619) providing an update of UAT progress, indicating they are ready to provide agency-specific training for their end users and prepare for cutover activities. Readiness criteria for this certification update is provided in Table 3.

Table 3: Update 3 Readiness Criteria

Critical Operational Element	Readiness Criteria *Update 3: Continue UAT, Begin Agency-Specific Training and Cutover Activities*	Related RW Tasks or Project Activity
People	• Agency specific learning materials have been created. • End users have started registering for Florida PALM provided training. • At least 50% of end users have started practicing job functions in UAT. • Changes to end user role assignments are being tested	• Task 604 – Create Agency-Specific Learning Materials to Support End Users • Task 607 – Update Training Plan • Submit Monthly Progress Reports – Testing

Critical Operational Element	Readiness Criteria *Update 3: Continue UAT, Begin Agency-Specific Training and Cutover Activities*	Related RW Tasks or Project Activity
	and maintained in agency end user role mapping worksheet, as needed.	
Processes	• Processes are being tested from start to finish, including workflows, available enterprise systems and agency business systems. • Spreadsheet uploads have been tested. • Process documentation is in the process of being updated based on testing results.	• Task 602 – Update Agency Business Process Documentation • Submit Monthly Progress Reports – Testing
Technology	• Agency business systems are sending and receiving files from Florida PALM through integrated UAT. • Agency business systems are being remediated and documentation updated as needed, based on testing findings. • Agency has begun drafting an agency specific deployment plan.	• Task 586 – Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live • Submit Monthly Progress Reports – Testing
Data	• Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary • Agency data is cleansed based on Mock Conversion 4 and is being maintained in preparation for final conversion.	• Task 597 – Complete Data Cleansing Based on Mock Conversion 4 • Submit Monthly Progress Reports – Testing

Readiness Criteria: Final – Ready to Go-Live

Final submission of the Agency Readiness Certification will occur in May 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 5: Agency Readiness.

Readiness criteria for the certification submission is provided in Table 4. Some tasks required for go-live will be completed after the Submission of Agency Readiness Certification in mid-May. Those tasks are identified with an asterisk in the table below and indicate the criteria minimum for the final submission.

Table 4: May 2026 Readiness Certification 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 July 2026. • All agency-led training sessions have been scheduled and at least 25% of the sessions have been conducted. • 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 prepared to submit final role mapping before go-live.	• Submit Monthly Progress Reports – Testing, Training
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 July 2026.	• Submit Monthly Progress Reports – Testing, Training
Technology	• All interfaces needed for go-live have been tested and validated. • All agency business systems needed for go-live (e.g., Tier 1) remediation has been tested and validated. • All agency business systems needed for go-live (e.g., Tier 1) documentation is complete. • Agency has updated their agency specific deployment plan based on end-to-end testing.	• 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

Critical Operational Element	Readiness Criteria *Final: Ready to Go-Live*	Related RW Tasks or Project Activity
	• Agency specific cutover checklist has been developed. • Agency post implementation support plan creation is in progress and planned to be complete by task due date.	
Data	• All agency specific configurations have been tested, validated and agency is prepared to submit prior to go-live. • Agency data is ready for final conversion and agency has a plan to maintain the data until cutover. • All reporting needs and solutions have been tested and validated.	• Submit Monthly Progress Reports – Testing, Training