

## Department of Financial Services \*Agency Readiness Certification Criteria\*

#### 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

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

Page 1 of 3 11/20/2025



## Department of Financial Services Agency Readiness Certification Criteria

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

#### 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 is 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	<ul> <li>Agency testers have been identified and prepared for the first portion of all agency UAT.</li> <li>Identified testers have been assigned end user roles based on job functions.</li> <li>UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.</li> </ul>	<ul> <li>Task 573-B – Complete and Submit End User Role Mapping Worksheet</li> <li>Task 688 – Update UAT Plan</li> </ul>
Processes	<ul> <li>UAT user stories have been created for all Project-recommended standard scenarios.</li> <li>Agency UAT Plan has been updated to align the Project's revised UAT Approach.</li> </ul>	<ul> <li>Task 574 – Prepare Documentation for User Acceptance Testing</li> <li>Task 688 – Update UAT Plan</li> </ul>
Technology	<ul> <li>Technical interface testing has been successfully completed.</li> <li>Agency business system documentation has been updated based on technical interface testing results.</li> <li>Agency business system testing environments are ready for endto-end integration testing.</li> </ul>	<ul> <li>Task 592 – Agency IdP SMEs Add End Users to Agency's Identity Provider</li> <li>Submit Monthly Progress Reports - Testing</li> </ul>

Page 2 of 3 11/20/2025



# Department of Financial Services \*Agency Readiness Certification Criteria\*

Critical Operational Element	Readiness Criteria Update 2: Begin All Agency UAT	Related RW Tasks or Project Activity
	<ul> <li>Test scenarios for end-to-end integration testing have been developed.</li> <li>Agency end users identified for the first portion of UAT have been added to the agency's IdP for the Florida PALM UAT environment.</li> </ul>	
Data	<ul> <li>Agency specific test data has been identified and documented, including source documents required for UAT scenarios.</li> <li>Changes to agency specific configurations have been documented and provided to the Project, if applicable.</li> <li>Agency data is cleansed based on Mock Conversion 3.</li> <li>Agency has provided updated data mapping to support Mock Conversion 4.</li> </ul>	<ul> <li>Task 574 – Prepare Documentation for User Acceptance Testing</li> <li>Task 587-A – Complete Data Cleansing Based on Conversion 3</li> </ul>
		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

**NOTE:** The criteria for Readiness Certification Updates 3 and 4 are pending updates.

Page 3 of 3 11/20/2025