

## Task Instructions

Task ID: 548

Task Name: *Identify and Confirm File Managers*

Task Start Date: *August 6, 2024*

Task Due Date: *August 16, 2024*

Project Impact: *Direct*

## Task Description

Provide File Manager contact information in preparation of connectivity testing.

## Task Overview

Florida PALM is an enterprise system that will house financial and payroll data for all state agencies upon implementation in January 2026. Agencies will be able to input and receive data from Florida PALM through a variety of ways, as shown in Figure 1.



Figure 1: Data Inputs and Outputs

With each design segment, agencies have been gaining an understanding of Florida PALM functionality and determining which interfaces, if any, are needed to support their business functions (RW Tasks 505, 518, 530, 546.) Agencies that have determined the need to use interfaces to exchange data with Florida PALM are required to participate in interface testing activities as described below.

- Cycle 1 – **Connectivity Testing** ensures that agencies can connect to the Florida PALM Managed File Transfer (MFT) server to deliver inbound interface files and access outbound interface files.
- Cycle 2 – **Technical Interface Testing** ensures that:
  - inbound interface files from Agency Business Systems can be processed by Florida PALM; and
  - outbound interface files from Florida PALM can be processed by Agency Business Systems, including downstream systems that rely on interface data.
- Cycle 3 – **Full Integration Testing** ensures that agencies can complete all processes from start to finish, including those processes that rely on agency business systems integration and interface data.

Figure 2 depicts the interface testing cycles and the related RW tasks.

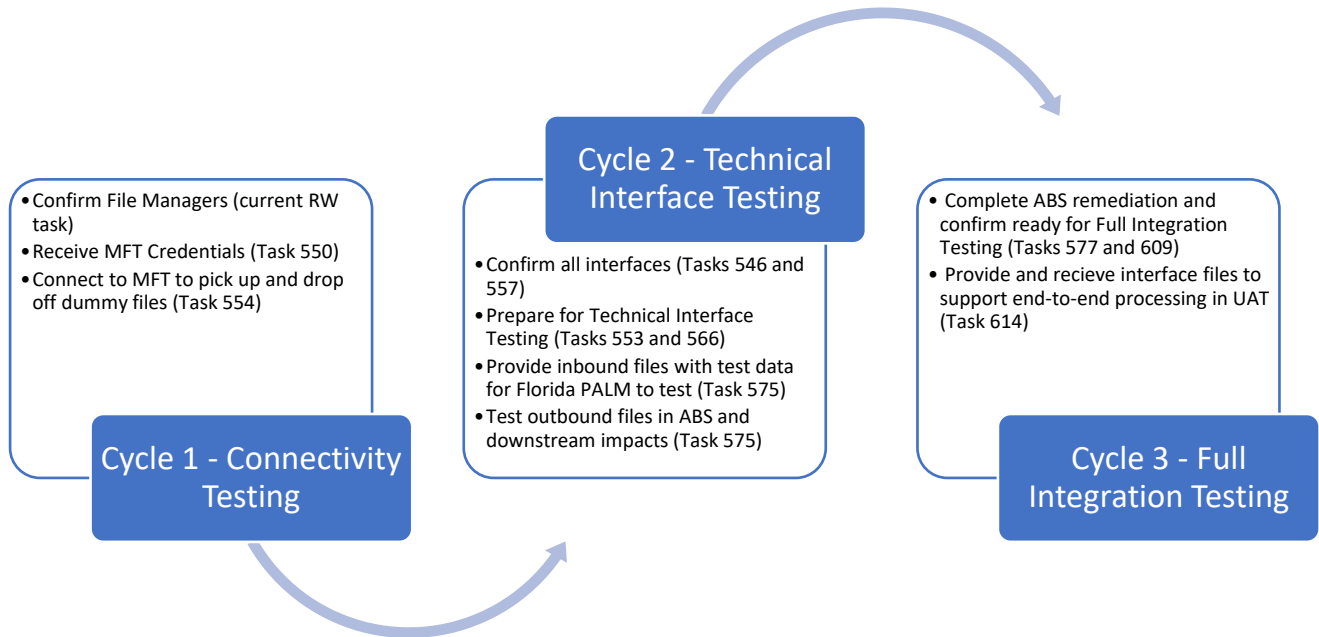


Figure 2: Interface Testing Cycles

This task (Task 548) is the first step in Cycle 1 – Connectivity Testing, requiring agencies to identify their File Managers and provide general information about their MFT server.

## MFT Server Connections

Agencies may choose to set up automated jobs to connect their MFT server to the Florida PALM MFT server to deliver and access interface files. Agencies that host their own MFT server should be able to establish connection to the Florida PALM MFT server. Agencies that use a cloud based MFT server hosted by a third-party vendor may require some additional steps to be whitelisted before establishing connection to the Florida PALM MFT server.

## File Manager Role

A File Manager is a critical agency role. This is the person who has the ability to access the MFT server to send and receive files between your agency and Florida PALM. Upon completion of this task, your File Managers will receive credentials to access the Florida PALM MFT server (Task 550) and then use those credentials to complete Connectivity Testing (Task 554.)

## Task Elements

This task contains two parts:

1. Provide information about your agency's MFT server
2. Confirm your agency's File Managers

### Provide Agency MFT Server Information

A new worksheet has been created in Smartsheet, <Agency> Testing Support, in your Agency Contacts folder, to begin gathering information for upcoming testing activities. In the first column, Agency MFT Server Confirmation, use the drop-down options to indicate if your agency MFT server is hosted by your agency or if it is a cloud-based server hosted by a third-party vendor. If your agency uses a cloud-based server hosted by a third-party vendor, we will need to gather additional information from your agency to ensure a secure connection can be established. Your Readiness Coordinator will schedule a meeting with you to facilitate further discussion if needed.

Select the 'N/A – No Planned Interfaces' option if your agency does not plan to send or receive interfaces to or from Florida PALM. This selection provides confirmation that your agency does not need to participate in interface testing activities.

Agency MFT Server Confirmation	Role	First Name	Last Name	Email	Current as of August 2024
	File Manager - Primary				<input type="checkbox"/>
	File Manager - Backup				<input type="checkbox"/>

Figure 3: <Agency> Testing Support

### Confirm Agency File Managers

If your agency is planning to use interfaces in Florida PALM, you must identify a primary and backup File Manager and provide their name and email.

If your agency has current production interfaces with Florida PALM established for CMS wave, your File Managers have been prepopulated with your Production Support File Managers (last confirmed in June). The File Managers for supporting production may be the same as those supporting testing efforts or they could be different. If different, you may edit the file managers on this sheet, without affecting your list of File Managers supporting production.

**NOTE:** The following agencies have Production Support File Managers identified: COM, DACS, DCF, DEP, DFS, DOH, DOR, HSMV.

**NOTE:** Agencies should only provide 2 File Managers: a primary and a backup. The Project will share MFT credentials with the primary and one backup File Manager per agency.

To confirm the completion of this sheet, you must select the check box in the 'Current as of August 2024' for each identified File Manager.

### How will agencies use this information?

Agencies should begin preparing their File Managers for upcoming interface testing activities that will require participation as described in Figure 2 above.

### What will the Florida PALM Team do with this information?

This task has a direct impact on Florida PALM as the Project team will use this information to establish secure credentials to access the Florida PALM MFT server. The MFT credentials will be shared with the File Managers (Task 550) and then the File Managers will be required to confirm that they are able to access the server (Task 554).

The Project team will review your task submission based on the following criteria to confirm completion:

Table 1: Task Completion Rubric

Task Completion Rubric
Provide a selection for Agency MFT Server Confirmation.
<i>Only for agencies that will interface with Florida PALM</i> , provide one primary and one backup File Manager.
A first name, last name, and email address for each File Manager is provided.
<b>NOTE:</b> Required fields are conditionally formatted to turn yellow if left blank.
A check mark is provided in the <i>Current as of August 2024</i> for each File Manager.
The Task Tracker has been marked as 100% complete for this Task.

## Task Instructions

Provide information about your agency MFT server. If your agency plans to have interfaces with Florida PALM, identify and confirm File Managers that will support testing activities. Review your current File Managers (if applicable) and update as necessary.

### Smartsheet Navigation:

*Florida PALM Workbook for (Agency) > Agency Readiness > Agency Contacts > Testing Support*

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 1 above.

Table 2: Summary of Task Completion Steps

Summary of Task Completion Steps
<b>1)</b> Confirm information about your agency MFT server.
<b>2)</b> Identify at least one primary and one backup File Manager. Update and/or confirm current File Managers (if applicable).
<b>3)</b> Track and record task progress in the RW Task Tracker in Smartsheet until finalized.
<b>4)</b> Complete task by <b>August 16, 2024</b> .
<b>5)</b> When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
<b>6)</b> If you have questions regarding this task, participate in Thursday Task Talks or contact your Readiness Coordinator.