

Task Instructions

Task ID: 553

Task Name: *Prepare for Interface Testing*

Task Start Date: *September 16, 2024*

Task Due Date: *October 18, 2024*

Project Impact: *Indirect*

Task Description

Review the Interface Testing Approach to prepare for interface testing. Confirm alignment with Florida PALM testing plan and cycle.

Task Overview

Testing is a critical element of any system implementation. Agencies that have determined the need to send or pick up interface files from Florida PALM must 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.
 - Outbound interface files from Florida PALM can be picked up and processed by Agency Business Systems.
- Cycle 3 – **Full Integration Testing** ensures that agencies can complete all processes from start to finish, including those upstream and downstream processes that rely on Agency Business Systems integration and interface data.

The testing cycles must be completed in order. Agencies must successfully complete a testing cycle before progressing to the next. Figure 1 depicts the interface testing cycles and the related Readiness Workbook (RW) tasks.

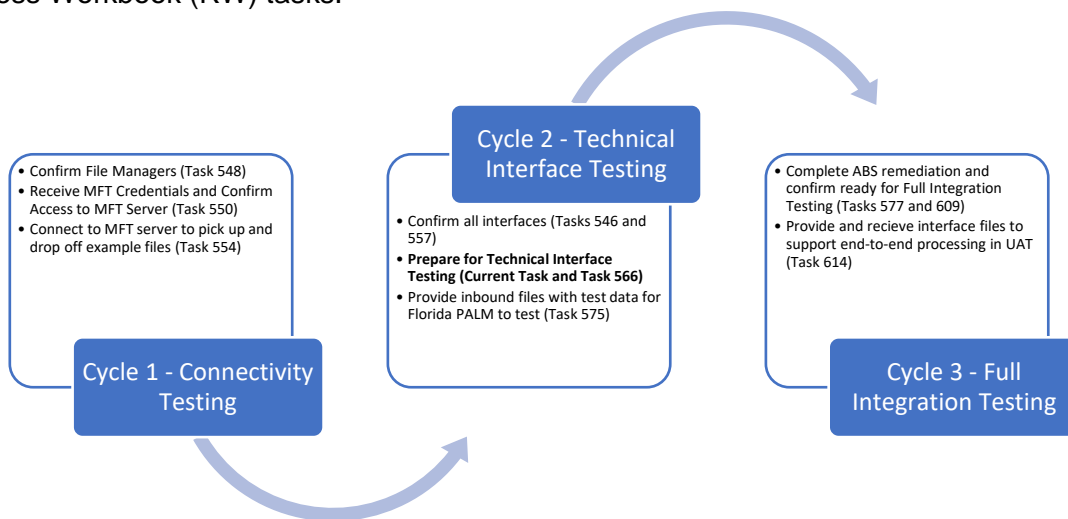


Figure 1: Interface Testing Cycles

The purpose of this task is to gain an understanding of the Florida PALM Interface Testing Approach and confirm that your agency has a plan to be ready to test interfaces during Cycle 2 – Technical Interface Testing scheduled for January – April 2025.

Task Elements

This task contains two parts:

1. Review the Florida PALM Interface Testing Approach and Interface Standards
2. Plan for Interface Testing

Review the Interface Testing Approach and Interface Standards

Review the [Interface Testing Approach](#), which provides an overview of expectations for interface testing, including the shared responsibility between the Project and agencies. It provides information about the three interface testing cycles.

The Florida PALM [Interface Standards for Agencies](#) have been published to the Knowledge Center. Review the standards to gain an understanding of the following:

- Interface naming convention
- MFT folder structure(s)
- Interface file archive process
- Interface log and error files

Plan for Interface Testing

As described in the Interface Testing Approach, Cycle 2 - Technical Interface Testing with agencies will begin in January 2025 (RW Task 575). Through the design segments, agencies have:

- Identified the interfaces needed to support agency business functions (RW Tasks 505, 518, 530, and 546)
- Updated agency business system documentation based on those interface selections including functional requirements, technical requirements, and test cases (RW Tasks 504, 516, 528, and 544)
- Begun agency business system remediation, including unit testing of system changes

A new worksheet has been added to the Testing folder in your agency workspace in Smartsheet to support your interface testing planning. The *Interface Test Planning* worksheet is populated with your agency business systems that are planned to have a direct connection to Florida PALM and your selected interfaces for those agency business systems, as shown in Figure 2.

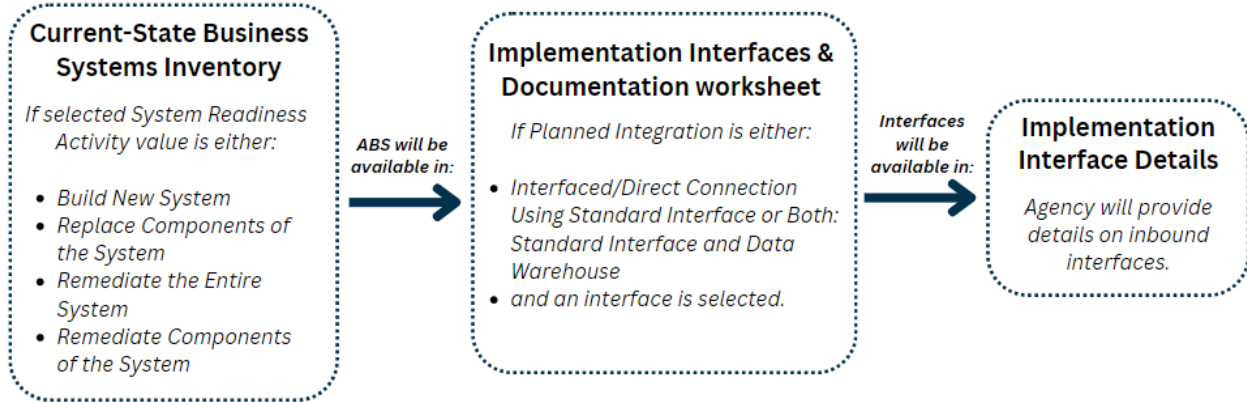


Figure 2: Interface Selection Process

As shown in Figure 3 and described in Table 1, complete the required fields in this worksheet for all planned interfaces.

Figure 3: Interface Test Planning Worksheet

Table 1: Interface Test Planning Table

Column Title	Column Use	Content Description
Associated ABS Sending / Receiving File	Populated from other worksheet – locked from editing in this worksheet	All associated business systems related to the interface, as documented in the agency’s Implementation Interfaces & Documentation worksheet, are listed here.
Florida PALM Interface	Populated from other worksheet – locked from editing in this worksheet	All interfaces (ID and name) selected in your agency’s Implementation Interfaces & Documentation worksheet are listed here.
Interface Description	Populated from other worksheet – locked from editing in this worksheet	A description of the interface is pre-populated here.
Functional Testing Contact(s)	Agency Specified (free text) - Required for all interfaces	Provide the name(s) of the individuals needed to provide functional support during interface testing. For example: Confirming the data in an interface file is valid.
Technical Testing Contact(s)	Agency Specified (free text) - Required for all interfaces	Provide the name(s) of the individuals needed to provide technical support during interface testing.

Column Title	Column Use	Content Description
		For example: Remediating agency business systems based on testing results.
Other Impacted Agency Business Systems (if any)	Agency Specified (drop down multi-select) Drop down options are populated from your Current State Agency Business System Inventory	Indicate if there are other agency business systems impacted by this interface that should be included in your agency-specific interface test cases. For example: Tier 2 or 3 agency business systems with an upstream or downstream impact from the Tier 1 system.
Test Cases Identified	Agency Specified (checkbox) - Required for all interfaces	Indicate with a checkmark if all scenarios that need to be tested are identified in your agency-specific test cases. Agencies should have identified and documented all agency business system test cases when updating agency business system documentation for each design segment (RW Tasks 504, 516, 528 and 544).
Anticipated Readiness Date	Agency Specified (drop down) – Required for all interfaces. Options include January 2025, February 2025, March 2025, April 2025, Other	Indicate which month you anticipate each interface being ready for Cycle 2 – Technical Interface Testing.
Comments	Agency Specified (free text) – Required if ‘Other’ is selected in the Anticipated Readiness Date column	Use to capture agency notes or to provide additional clarification to the Project. If ‘Other’ is selected in the Anticipated Readiness Date column, include a comment that indicates agency’s anticipated readiness date for Cycle – 2 Technical Interface Testing and rationale for the alternate date indicated.

How will agencies use this information?

Your understanding of and alignment with the Interface Testing Approach is critical for successful completion of Interface Testing. Agencies must be ready and willing to participate in testing activities with the Project during each interface testing cycle.

You will also use the information in this task to complete the following Readiness Workplan Tasks:

- 566 – Validate Detailed Cycle 2 Interface Testing Information in December 2024
- 575 – Complete Cycle 2 - Technical Interface Testing in January 2025

What will the Florida PALM Team do with this information?

The Project team will review your interface testing planning information to facilitate conversations about your agency’s interface testing approach with your CCN.

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

Table 2: Task Completion Rubric

Task Completion Rubric
All required fields for all interfaces have been filled out in the <i>Interface Test Planning</i> worksheet.
The Task Tracker has been marked as 100% complete for this task.

Task Instructions

Collaborate with your Change Champion Network and functional and technical subject matter experts to understand the approach to interface testing and provide information pertaining to your interface planning efforts in the *Interface Test Planning* Worksheet.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Testing > Interface Test Planning

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 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Collaborate with your CCN and functional and technical SMEs to understand the Interface Testing Approach and plan for your agency’s interface testing needs.
2) Complete all required fields in the <i>Interface Test Planning</i> Worksheet.
3) Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.
4) Complete task by October 18, 2024 .
5) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
6) If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.

Supporting Materials & Resources:
[Interface Testing Approach](#)
[Interface Standards for Agencies](#)