Task Instructions

Task ID: 561
Task Name: *Remediate Agency Business Systems based on Segment IV*
Task Start Date: *October 21, 2024*
Task Due Date: *March 14, 2025*
Project Impact: *N/A*

Task Description

Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment IV.

Task Overview

Florida PALM is a large-scale business transformation impacting your people, processes, technology, and data. You must plan for your transformation to be successful. Once you have a plan in place, you can begin to remediate based on your plans.

You previously completed Readiness Workplan (RW) tasks to prepare for your agency business system remediation based on Segment IV.

- Task 326 - Update Current State Agency Business System Inventory and Documentation
- Task 544 - Update Agency Business System Documentation for Segment IV
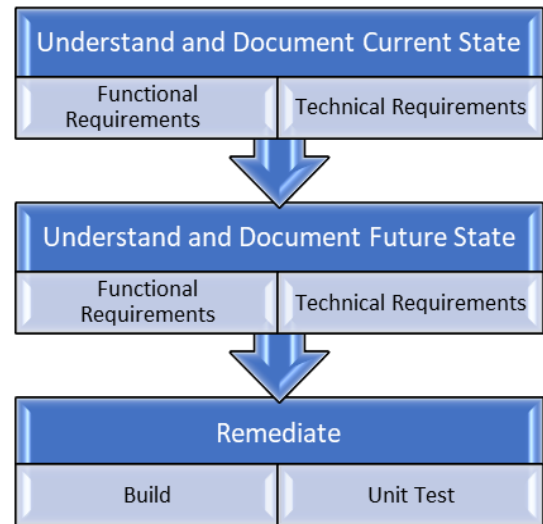- Task 546 - Update Florida PALM Interface Inventory for Segment IV

Figure 1: Transformation Planning

You have completed or are currently remediating your business systems to prepare for interface testing in April 2025 (future Task 575) based on Segment I (Task 519), Segment II (Task 531), and Segment III (Task 547). This task (Task 561) expands on that effort by requiring you to begin building and performing unit testing of your business systems based on Segment IV. This is an iterative and overlapping process, as remediation is needed after each design segment, continued during testing, and will be completed through the implementation of Florida PALM as shown in the Agency Implementation Roadmap.

Task Elements

This task contains three parts:

1. Review your agency business system documentation and update your approach.
2. Remediate your agency business system(s) and unit testing the changes.
3. Document your remediation status.

Review Documentation and Update Approach

Previous Task 544 required your agency to review Segment IV resources and update agency business system documentation, including functional and technical requirements and test cases, based on Florida PALM interface selections (RW Task 546). This task expands on that by requiring you to complete build and unit test activities for all agency business systems with direct or indirect impacts based on known Segment IV Florida PALM interface selections.

Direct Impact – Considered Tier 1 agency business systems that will be directly sending or receiving a Florida PALM interface.

Indirect Impact – Considered Tier 2 or lower agency business systems and/or processes that will indirectly send or receive data from a Florida PALM interface.
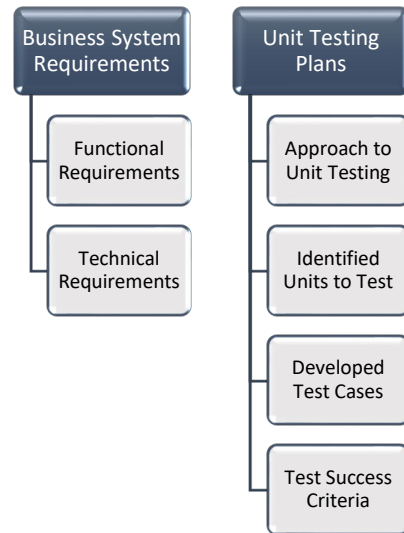

Figure 2: ABS Remediation Components to Review

Collaborate with your Change Champion Network (CCN) and functional and technical subject matter experts (SMEs) to review the elements, shown in Figure 2, within your updated documentation for each agency business system with a Florida PALM interface selection for Segment IV. Compare your requirements and testing plans documentation with Segment IV design information again and make all decisions on changes or updates needed, if any.

Determine remediation needs of agency business systems with an indirect impact. If needed, develop documentation for those systems defining the system remediation requirements and testing plans.

Build and Unit Test

When you have completed your review and any needed updates of the documentation, you can begin remediating your agency business system based on the updates made to system requirements in the business system documentation. Once you have completed your system remediation, you must unit test to verify that the changes to your system work as expected. Unit testing is an iterative process that is repeated until your unit test success criteria are met. Figure 3 demonstrates the iterative Unit Test life cycle at a high level.

NOTE: *Although Integration Testing is not required to be completed as a part of this task, you can begin internal integration testing work at the completion of unit testing to better prepare your agency for future testing with Florida PALM. Table 1 below provides additional information highlighting the key criteria and differences between Unit Testing and Integration Testing.*
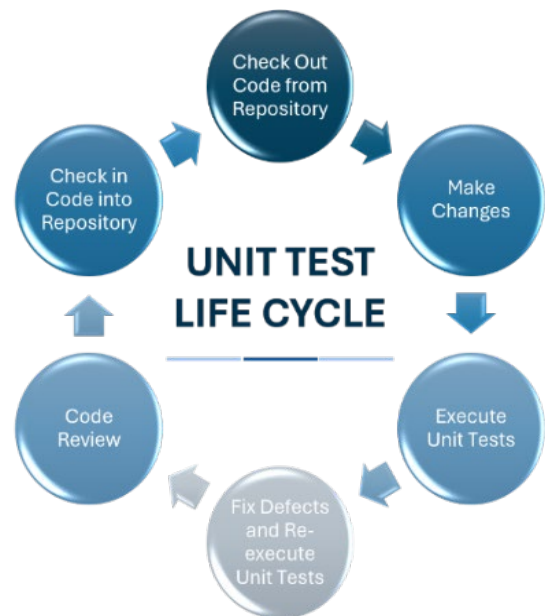

Figure 3: Unit Test Life Cycle

Table 1: Unit Testing vs Integration Testing Comparison

Criteria	Unit Testing	Integration Testing
Functionality	Small module or a piece of code is tested	Individual modules combined and in a group are tested
Complexity	Less complex	More complex
Test Conductor	Developer	Team of testers
Maintenance	Low	High
Scope	Narrow	Wide
Knowledge of the Code	The tester has complete knowledge of the code and internal functionality. They are familiar with white-box testing.	The tester does not know the code but knows the expected result and the overall functionality. They are familiar with black-box testing.
Order of Testing	Performed just after the development of a separate code fragment	Executed after unit testing and before system testing
Involvement of Dependencies	Do not require the participation of external dependencies, such as a database or a network	Require the use of real dependencies to perform testing, such as test database or hardware
Speed	Faster to write and perform	Slower to execute

Document Remediation Status

The existing ABS Remediation Status based on Segment IV column, within your agency-specific *Implementation Interfaces & Documentation* worksheet, has now been unlocked. Throughout the completion of your agency business system remediation, use this column to provide the appropriate status for the system's remediation efforts. *Remember, the status of the individual system's remediation efforts will be critical information to know for your reporting of the overall Task status.* Select from the following options for reporting the system's status:

- **Remediation Not Needed**: Select this value if "Documentation Update Not Needed" was selected in the ABS Documentation Status based on Segment IV column.
- **Remediation Not Started**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment IV column and remediation efforts have not begun for the business system, based on Segment I interfaces or designs.
- **Remediation In Progress – 25%**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment IV column and remediation efforts have started with minimal progress.
- **Remediation In Progress – 50%**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment IV column and remediation efforts have made substantial progress.
- **Remediation In Progress – 75%**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment IV column and remediation efforts are almost complete.
- **Remediation Complete**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment IV column and remediation efforts are complete and ready for future testing, including connectivity and integration testing.

How will agencies use this information?

Completing remediation efforts as Florida PALM system information is released and integrating your decisions will provide your agency the time needed to prepare and participate in:

- Technical Interface Testing and Internal Agency Business System Test in April 2025 (RW Tasks 575 & 576)
- Full Integration Testing during User Acceptance Testing in July 2025 (RW Task 614)
- Financials and Payroll go-live in January 2026

How will Florida PALM use this information?

The Florida PALM team will use this information to gain a broad understanding of your agency's preparedness and readiness for Florida PALM testing and implementation. In addition, the Project team will review your *Implementation Interfaces and Documentation* and *RW Task Tracker* worksheets based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

Task Completion Rubric
Readiness Workplan tasks *544 – Update Agency Business System Documentation for Segment IV* and *546 – Update Florida PALM Interface Inventory for Segment IV* have been submitted and verified by the Project as "Submission Complete" within your agency-specific RW Task Tracker.
The ABS Remediation Status based on Segment IV column must indicate "Remediation Not Needed" for each Agency Business System, where "Documentation Update Not Needed" is indicated in the ABS Documentation Status Based on Segment IV column. For all other Agency Business Systems, the ABS Remediation Status based on Segment IV column must have a status of "Remediation Complete".
The task tracker has been marked as 100% complete for this Task.

Task Instructions

Collaborate with your CCN and functional and technical SMEs to plan, execute, and document the status of all agency business system remediation for Segment IV. Update the existing *Implementation Interfaces & Documentation* worksheet in Smartsheet to report progress of agency business system remediation efforts based on Segment IV interface needs.

Figure 4: <Agency> Implementation Interfaces & Documentation worksheet

Smartsheet Navigation:
- Implementation Interfaces & Documentation
  Florida PALM Workbook for (Agency) > Inventories > Interface Inventory

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 complete all agency business system remediation needed based on Segment IV interface selections.*
2) *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 the Technical Readiness Team.*
3) *Complete task by **March 14, 2025**.*
4) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
5) *If you have questions regarding this task, participate in Thursday Task Talks or contact your Readiness Coordinator.*

Supporting Materials & Resources:
- Agency Implementation Roadmap
- Agency Business System Test Planning Template
- Knowledge Center
  - Business Process Models
  - Interface and Reports Layouts
- Segment IV Design Workshop Materials