

Task Instruction Addendum

574 Task Addendum (v2) Release: August 28, 2025

Task ID: 574

Task Name: *Prepare Documentation for User Acceptance Testing*

Task Start Date: *June 2, 2025*

NEW Midpoint Check-in: *September 12, 2025*

NEW Task Due Date: *December 19, 2025*

Project Impact: *Indirect*

Task Instruction Update

This task (RW Task 574) has a new due date of December 19, 2025, and now includes a midpoint check-in requirement.

Midpoint Check-in

Since this task duration has been extended, a new midpoint check-in has been added. The midpoint check-in requires you to provide information related to your task approach and progress by answering a few questions and to being prepared to discuss in your upcoming touchpoint. Survey responses are due by September 12th and will be added to the agenda for discussion in your September monthly touchpoint.

A new <Agency> Task 574 Midpoint Check-in worksheet has been created in the (Agency) > Testing folder within Smartsheet.

Question 1	Answer 1	Question 2	Answer 2	Question 3	Answer 3	Question 4	Answer 4	Question 5	Answer 5	Complete
Which user story inventory option did your agency choose and are using to document your list of user stories for UAT testing?		Why did you choose that option?		If you have chosen options 2 or 3, how do you plan to ensure that you have captured all necessary activities for your agency from the Topics and Activities list?		Describe your agency's progress to date. • How many of your planned user stories have you created? • What do you have left so that you feel that you've completed your document preparation for UAT?		Describe the challenges your agency has experienced during user story development. • What mitigative actions have you implemented to overcome those challenges? • What lessons learned do you have about your user story and materials creation?		☐

Figure 1: Midpoint Check-in Worksheet in Smartsheet

Use this worksheet to provide a response to the following questions:

- Which user story inventory option did your agency choose and are using to document your list of user stories for UAT testing?
 - Option 1 – Change Analysis Tool
 - Option 2 – User Story Inventory Worksheet in Smartsheet
 - Option 3 – Agency Developed Inventory Outside of Smartsheet
- Why did you choose that option?
- If you have chosen Options 2 or 3, how do you plan to ensure that you have captured all necessary activities for your agency from the Topics and Activities list?
 - If Option 1 was selected, the Answer 3 column should remain blank as indicated by grey conditional formatting.
- Describe your agency's progress to date.

- How many of your planned user stories have you created?
- What do you have left so that you feel that you've completed your document preparation for UAT?
- Describe the challenges your agency has experienced during user story development.
 - What mitigative actions have you implemented to overcome those challenges?
 - What lessons learned do you have about your user story and materials creation?
- If you have chosen inventory Option 3, attach your in-progress inventory to the first row of the <Agency> Task 574 Midpoint Check-in worksheet for Project Team review.
 - If you have chosen inventory Options 1 or 2, ensure the inventory is updated by September 12.
- Place a checkmark in the *Complete* column once you have ensured all questions have been answered and the appropriate inventory action has been completed.

NOTE: Responses to the Midpoint Check-in questions should contain appropriate and meaningful data. 'N/A' or an equivalent is not an acceptable response for any fields in this worksheet.

How will agencies use this information?

Agencies will use the midpoint check-in to assess their user story development progress and determine if the current approach is best suited for their agency. If needed, agencies have the opportunity to change their task management approach, given the additional time to complete the task with the new task end date.

What will the Florida PALM team do with this information?

The Project team will review your planned user story approach and progress based on the responses. Your Readiness Coordinator will discuss question responses with agencies in the September monthly touchpoints.

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

Table1: Task Completion Rubric

Task Completion Rubric
Agency has completed the Midpoint Check-in worksheet.
Agency has completed an inventory of user stories and testing materials that includes all testing scenarios and required fields using one of the following: • Option 1: Change Analysis Tool • Option 2: User Story Inventory worksheet • Option 3: Agency-specific format, final version attached to RW Task Tracker
Agency has confirmed user stories have been developed for each of the Project-provided standard testing activities, as indicated in the <Agency> Project Recommended Standard Activities worksheet. The agency will not be required to submit user stories themselves but must provide counts and information about the testing scenarios.

Task Instructions

Confirm the processes that your agency must test and validate during UAT and determine the best approach for material development and tracking within your agency. Create user stories for all agency-required business processes and testing scenarios. Develop supporting testing materials for end users, providing the necessary data and sample transactions to support the

execution of the user story. Create an inventory for testing materials identifying all testing scenarios.

Upon release of the Project-provided standard testing activities, review and confirm that user stories and related testing materials have been developed for all required scenarios. Document the status of the required user stories in the <Agency> *Project Recommended Standard Activities* worksheet.

Provide a task progress update by completing the midpoint check-in worksheet by September 12, 2025. Be prepared to discuss your responses and progress during your September monthly touchpoint.

Work with your agency's Business Liaison and UAT SMEs to coordinate completion of this task.

Smartsheet Navigation:

- Inventory Option 1 – *Florida PALM Workbook for (Agency) > Change Analysis folder*
- Inventory Option 2 – *Florida PALM Workbook for (Agency) > Testing > User Story Inventory*
- Project Recommended Standard Testing Activities Worksheet – *Florida PALM Workbook for (Agency) > Testing*

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.

NOTE: *If you have chosen inventory Option 3, attach your in-progress inventory to the first row of the <Agency> Task 574 Midpoint Check-in worksheet. Upon task completion, attach your final inventory to your RW Task Tracker.*

Table 2: Summary of Task Completion Steps

Summary of Task Completion Steps	
1)	Create user stories for all testing scenarios required by your agency.
2)	Develop or collect UAT support materials.
3)	Create an inventory to list test scenarios and track all testing materials.
4)	Provide progress update by completing the midpoint check-in worksheet by September 12, 2025 .
5)	Review and confirm that all Project-recommended standard activities have user stories captured in your testing materials inventory. Document the status in the <Agency> <i>Project Recommended Standard Activities</i> worksheet.
6)	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.
7)	Complete task by December 19, 2025 .
8)	When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
9)	If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.

Supporting Materials & Resources:

- Agency Exchange Library
 - User Story - Template
 - User Stories Worksheet
 - DCF User Stories (WIP)
- [User Acceptance Testing Approach](#)
- [Florida PALM Topics and Activities list](#)