

Task Instructions

Task ID: 586

Task Name: Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live

Task Start Date: June 29, 2026

Task Due Date: September 11, 2026

Project Impact: Indirect

Task Description

Create agency Deployment Plan and agency-specific Cutover Checklist to prepare for internal agency activities needed for go-live.

Task Overview

Florida PALM Financials, Payroll, and Data Warehouse will go-live on January 12, 2027. The complex nature of the deployment of Florida PALM requires a highly coordinated effort between the Project, agencies and enterprise partners. Deployment includes the periods of Pre-Cutover, Cutover, and Post-Cutover.

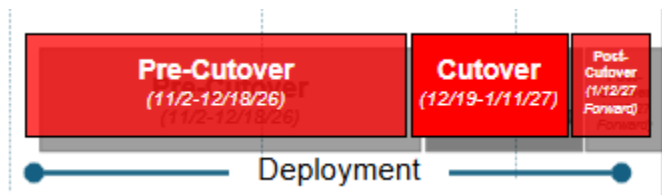


Figure 1: Cutover Periods

All entities must develop and execute a thorough Deployment Plan and Cutover Checklist to support a smooth transition to Florida PALM. The Project has begun sharing [Deployment Planning](#) information in the Knowledge Center and will continue to update and provide additional information as it becomes available. The deployment and cutover process is for all entities affected by the change to Florida PALM, not just those with agency business systems.

At a high level, agencies are responsible for the following during deployment:

- Providing agency-specific configuration and conversion mapping.
- Ensuring data in FLAIR, MFMP and FACTS is cleansed and ready for final conversion.
- Maintaining agency operations during downtime.
- Performing cutover and contingency planning for agency business systems.
- Executing final agency business systems cutover activities and preparing for interfaces.
- Performing “catch up” activities, including transaction processing, after Go-Live.

In addition to the final [Stage Gate planned for January 11, 2027](#), to confirm Go-Live (SG7), there are two other Stage Gates that support deployment and cutover decision making. The first is a [Stage Gate planned for December 16, 2026](#), which will confirm that deployment can officially begin (SG5). The Project will be doing pre-cutover activities prior to this Stage Gate, in preparation to begin cutover execution activities immediately. Following this decision, the Project and key stakeholders will be executing steps to extract information from source systems, configuring and upgrading Florida PALM for Financials, loading agency provided information (configuration / conversion and role mapping workbooks), and running the first payroll in Florida PALM.

After SG5, there will be a point when there is no accounting system available for the State to request or disburse payments or deposit or record receipt of funds. During the downtime, agency operations will not cease; however, any critical financial processes should be planned to be performed prior to or after the downtime. The availability of the PCard system (Works) is still to be determined and cannot currently be relied upon as an option for agency payment processing.

The second is a *Stage Gate planned for January 4, 2027*, that represents a go/no-go decision for the Project (SG6). At that Stage Gate, if the Project is unable to successfully complete the first payroll run in Florida PALM, the decision will be made to “fallback” to FLAIR, meaning FLAIR will be brought back online and remain the State’s accounting system until the Project is ready to restart the deployment activities. As part of the Project’s deployment and cutover activities, a contingency restore point will be established, which will allow the State to “fallback” to FLAIR, in the event a no-go decision is made. Agencies should plan their deployment and cutover activities considering these dates and points within the Florida PALM deployment lifecycle and include appropriate steps and planning in case of contingency.

Task Instructions

This task contains 2 parts:

1. Create agency-specific Deployment Plan
2. Create agency-specific Cutover Checklist

Create Agency-Specific Deployment Plan

Develop your agency’s Deployment Plan, including activities during the pre-cutover, cutover, and post-cutover time periods. Post-cutover includes the Hypercare period from Go-Live through April 2027. When developing your Plan, keep in mind that the audience for this Plan is not just the Project, to which the task is being submitted, but your agency and its impacted or involved resources and stakeholders. The level of detail and information to be included should consider the internal user audiences more so than the external.

You may use the provided [Deployment Plan Template](#) or develop your own.

At a minimum, your plan should include the following.

- An overview of your agency’s Deployment Plan (e.g., similar to an executive summary).
- The objectives and scope of your agency’s deployment activities for your people, processes, technology, and data; the four critical operational elements, including any key known risks.
- The key activities for successful completion of all stages of deployment including:
 - Preparation – This should include activities needed in advance of the first period (Pre-Cutover) to mobilize the deployment and cutover process.
 - Pre-Cutover
 - Cutover
 - Post-Cutover – This should include activities to support agency end users during Hypercare
- Contingency plans in the event of a change in the Project timeline or problems occurs
- Your approach to managing deployment within your agency including:
 - Coordinating deployment
 - Tracking and reporting deployment progress
 - Managing related risks and issues
 - Communicating deployment status
- The key agency roles, responsibilities, and assigned resources for deployment.

- A list of key downtime financial processing alternatives - This should include a list of key financial payments or receipts, etc., that typically occur during the planned downtime along with the agency's plans for processing earlier (before downtime) or later (after Go-Live)

Create Agency-Specific Cutover Checklist

A Cutover Checklist is similar to an event-focused project plan. It should include individual tasks, start and end dates, dependencies, task coordinators, and resources. Create your agency-specific Cutover Checklist to include the Project-published Key Cutover Dates included in the [Deployment Planning](#) article and all tasks specific to your agency. Be sure to include all key activities identified in your Deployment Plan. You will use your Cutover Checklist to monitor and track your deployment progress as deployment activities begin.

You may use the [Cutover Checklist Template](#) provided or create one of your own.

At a minimum, your checklist must include:

- Your agency's key activities (tasks) for your people, processes, technology, and data, including tasks for each agency business system that will be impacted by Florida PALM
- The Project's published Key Cutover Dates
- Task Coordinator and the named individuals (resources) required to support the completion of each task
- Relationship with other tasks (i.e., predecessor and successor tasks)
- The impacted cutover period, the expected start and end date, and estimated duration for each task
- The actual start and end date for each task
- Task progress or status reporting

NOTE: Agencies will be required to provide Cutover Checklist progress in Smartsheet for future Monthly Progress Reports.

Task Completion Requirements

Attach your completed agency-specific Deployment Plan and agency-specific Cutover Checklist to your agency RW Task Tracker for submission. The Project team will review your task submission based on the following criteria to confirm completion:

Table 1: Task Completion Rubric

Task Completion Rubric
Agency-specific Agency Deployment Plan and agency-specific Cutover Checklist is attached to task row in the RW Task Tracker.
Agency Deployment Plan contains the following sections: • Overview • Objectives and Scope (<i>by critical operational element</i>) • Key Activities (<i>by period - Preparation, Pre-Cutover, Cutover, and Post-Cutover</i>) • Contingency Planning and Execution • Deployment Management: ○ Deployment Coordination ○ Tracking and Reporting Deployment Progress ○ Deployment Risk/Issue Management ○ Deployment Communication Plan

Task Completion Rubric	
• Roles and Responsibilities • Downtime Financial Processing Alternatives	
Agency Deployment Plan includes information on how the agency will support its end users during Hypercare, post-cutover.	
Agency Cutover Checklist contains the following items: • Agency-specific tasks for each impacted agency business system, where applicable • Project-published Key Cutover Dates • Agency-specific tasks that are impacted by the Project-published Key Cutover Dates (e.g., as predecessor or successor tasks) • For each identified task, the following fields have been completed: ID, Cutover Period, Task Coordinator, Planned Start Date, Planned End Date, Estimated Duration, Predecessor Task(s), Successor Task(s), Resources • For each identified task, the following fields that can be completed as the task progresses: Progress, Actual Start Date, Actual End Date	
Task Tracker must be marked as 100% complete.	

Supporting Materials & Resources:

- [Deployment Planning](#) Knowledge Center Article
- [Deployment Plan Template](#)
- [Cutover Checklist Template](#)