

Fiscal Year 2024/2025

Readiness Task	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
AGENCY TRANSFORMATION PLANNING												
Update Workforce Readiness Plan	6/17-8/2							2/3-3/14				6/2-8/29
Update Future Florida PALM End Users				11/4-12/6								
Complete and Submit End User Role Mapping Worksheet							1/6-2/28					
Complete and Submit End User Readiness Survey Analysis									3/31-5/30			
AGENCY & ENTERPRISE SYSTEM BUILD												
Update Agency Business System Documentation for Segment III	4/29 -7/12											
Update Agency Business System Documentation for Segment IV	7/22-10/18											
Update Agency Business System Documentation for DW				10/7-12/13								
Update Florida PALM Interface Inventory for Segment III	4/29 -7/12											
Update Florida PALM Interface Inventory for Segment IV	7/22-10/18											
Update Florida PALM Interface Inventory for DW				10/7-12/13								
Complete Configuration Workbooks for Segment IV	7/22-8/9											
Share, Review, and Update Configuration Workbooks						12/2-1/24						
Identify Change Impacts and Update Agency Business Process Documentation for Segment III	4/29 -7/12											
Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	7/22-10/18											
Submit Change Analysis Tool				10/21-12/20								
Update Agency Business Process Documentation							1/13-3/28				5/5-10/3	
Update Florida PALM Conversion Inventory for Segment III	4/29 -7/12											
Update and Finalize Florida PALM Conversion Inventory for Segment IV	7/22-10/18											
Remediate Agency Business Systems Based on Segment II	4/29-9/27											
Remediate Agency Business Systems Based on Segment III	7/22-12/13											
Remediate Agency Business Systems Based on Segment IV				10/21-3/14								
Remediate Agency Business Systems and Update Documentation							1/6-6/27					
Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	4/29 -7/12											
Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	7/22-10/18											
Update Reports Inventory							1/13-3/28					
AGENCY & ENTERPRISE TESTING												
Identify and Confirm File Managers		8/5-16										
Confirm Receipt and Distribution of Managed File Transfer Credentials		8/26-9/13										
Prepare for Interface Testing			9/16-27									
Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1			9/16-27									
Validate Detailed Cycle 2 Interface Testing Information						12/2-27						
Complete Cycle 2 - Technical Interface Testing							1/6-4/25					
Complete Internal Agency Business System Test							1/6-6/13					
Certify Data Readiness and Create Conversion Files in Preparation for Mock Conversion 2			9/30-11/8									
Participate in Mock Conversion 2 and Complete Data Cleansing Based on Mock Conversion 2					11/12-22		1/6-17					
Participate in Mock Conversion 3 and Complete Data Cleansing Based on Mock Conversion 3							1/21-31	2/24-3/21				
Participate in Mock Conversion 4 and Complete Data Cleansing Based on Mock Conversion 4									3/24-4/25			
Create Agency Specific User Acceptance Testing Plan	6/17-12/13											
Prepare Documentation for User Acceptance Testing							1/6-3/14					
Identify, Prepare, and Confirm Understanding of User Acceptance Testing Participants							1/13-2/28					
Agency IDP SMEs Add Identified User Acceptance Testing Participants to Agency's Identity Provider									3/3-28			
Participate in User Acceptance Testing										4/7-11/14		
Confirm Readiness for Full Integration Testing												6/16-7/3
Confirm Identity Provider (IDP) for Florida PALM							1/13-2/28					
Confirm IDP Configuration for Florida PALM									3/3-21			
AGENCY TRAINING AND GO LIVE READINESS												
Submit Training Survey		8/12-9/20										
Create Training Plan for Agency Managed End User Training						12/9-3/28						
Create Agency Specific Training											5/19-9/26	
Update Training Plan												6/2-27
Confirm and Prepare Participants for Train the Trainer								2/24-3/28				
Participate in Train the Trainer											5/19-8/15	
Register for Florida PALM Training											5/5-6/13	
Create Agency Deployment Plan to Prepare for Go-Live								2/10-5/2				
Update Agency Readiness Certification									3/3-28			6/2-27
AGENCY UTILIZATION OF FLORIDA PALM												