

## Readiness Certification #3 Mitigation Status Updates

As go-live approaches, it is critical for all agencies to report progress of agency readiness. For Agency Readiness Certification #3 (RW 619), you were required to provide mitigation plans for any readiness criteria that was not met. For monthly progress reporting, you must provide updates on those mitigation plans until each criteria is met.

Mitigation plan updates will be displayed on your Monthly Progress Report, which is required to be submitted by your agency each month via recurring Readiness Workplan tasks.

### Smartsheet Navigation:

*Florida PALM Workbook for (Agency) > Agency Readiness > Agency Readiness Certification > Readiness Certification #3*

## Worksheet Instructions

Provide updates in the <Agency> *Readiness Mitigation #3* worksheet in Smartsheet. This is the same worksheet that you used to provide mitigation plans for Agency Readiness Certification #3.

| Critical Operational Element | Criteria ID | Criteria                                                                                                                                                  | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? | August Mitigation Status | August Mitigation Progress Update |
|------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|---------------------------------------------------|---------------------------------------------------|-------------------------------------------|--------------------------------------------------|--------------------------|-----------------------------------|
| People                       | 1.1         | Agency Training Plan has been updated.                                                                                                                    |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |
| People                       | 1.2         | Agency has identified all agency specific learning materials to be developed to support end user training.                                                |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |
| People                       | 1.3         | All agency end users have been role mapped in preparation for the UAT refresh.                                                                            |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |
| People                       | 1.4         | All SOD conflicts have been resolved or approved by ASA for the UAT refresh.                                                                              |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |
| People                       | 1.5         | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.                                                      |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |
| Processes                    | 2.1         | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.                                |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |
| Processes                    | 2.2         | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT. |                                    |                                          |                                                   |                                                   |                                           |                                                  |                          |                                   |

Figure 1: Readiness Mitigation #3

The worksheet contains the following locked columns used to display the criteria for Readiness Certification # 3 and mitigation plans that were submitted.

- Critical Operational Element
- Criteria ID
- Criteria
- Why has the criteria not been met?
- What mitigating actions are being taken?
- Who is responsible for supporting the mitigation?
- Impact/workaround if mitigation is not completed?
- Likelihood of Mitigation Plan Completion?
- Planned completion date of the mitigation steps?

Three new columns were created to provide updates for mitigation plans.

- <Reporting Period> Mitigation Status (**required**) – Select from the available dropdown values to indicate the status of completion for the mitigation. Options include Not Started, In Progress, and Complete.

- <Reporting Period> Mitigation Progress Update (**required**) – Use this text column to describe the actions taken during the reporting period to make progress towards completion for the mitigation plan.
- Updated Planned Completion Date (**required/optional**) – Use this date column to provide an updated mitigation plan completion date.
  - This column is **required** if your *Planned completion date of the mitigation steps?* is past due.
  - This column is **optional** if you are running behind on your mitigation plan and need to update the date that is currently found in the *Planned completion date of the mitigation steps*.