

Dashboard Overview

An <Agency> *Monthly Progress Report* dashboard (example shown below in Figures 1 - 7) has been created within your agency's Florida PALM Workbook in Smartsheet. The Monthly Progress Report dashboard provides a high-level view of your agency's testing and training activities including reported interface and user story testing activity, UAT role mapping and participation, training preparation, and conversion and configuration data readiness. The dashboard also serves as the tool for your Agency Sponsor to confirm and submit your agency's progress each month.

The <Agency> *Monthly Progress Report* dashboard is designed to allow agencies to confirm progress of testing and training activities. The dashboard has and is expected to continue to evolve over time to display relevant data and metrics related to activities including participation in UAT, full integration testing, data cleansing, training, and cutover.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Monthly Progress Reporting

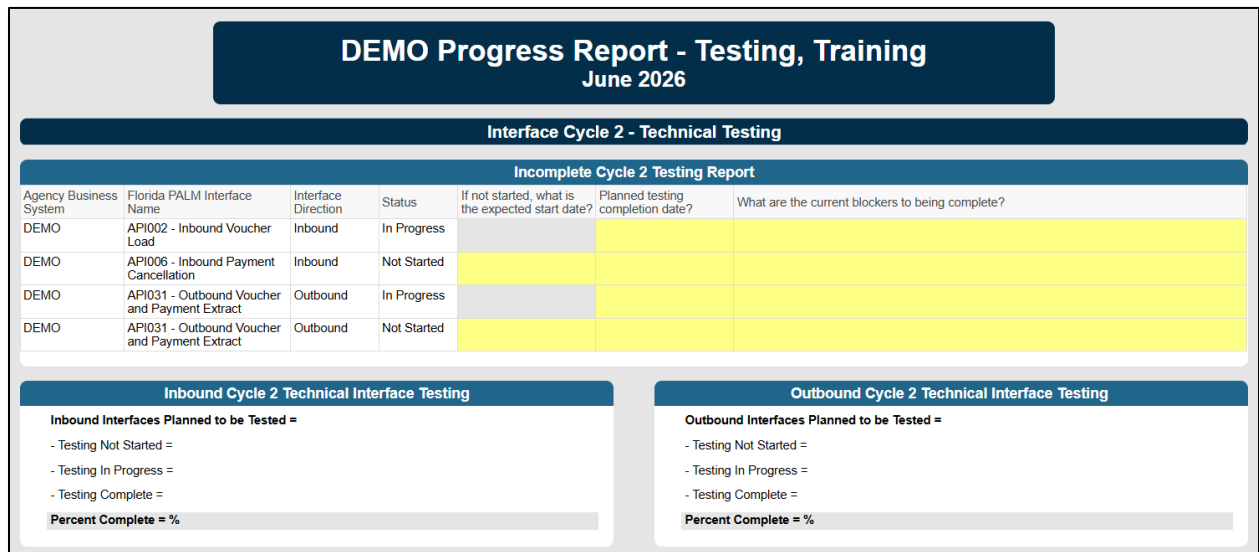


Figure 1: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 1)

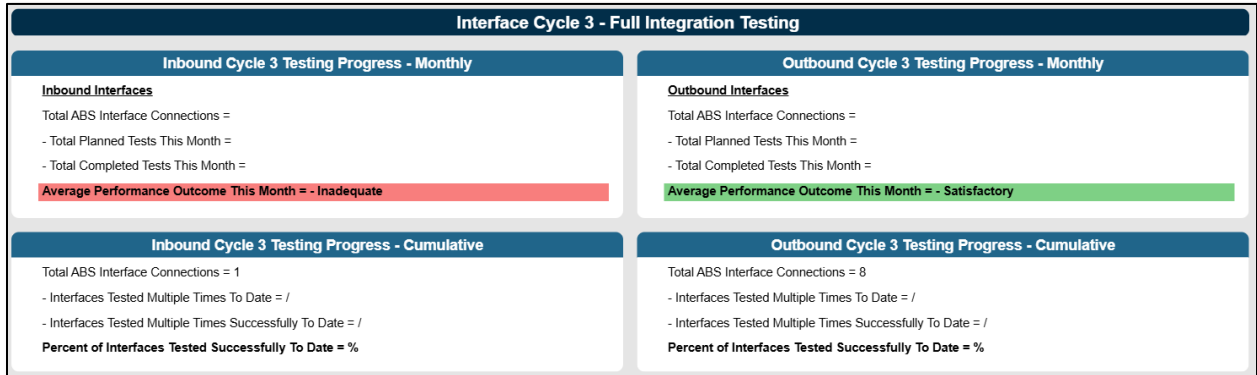


Figure 2: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 2)

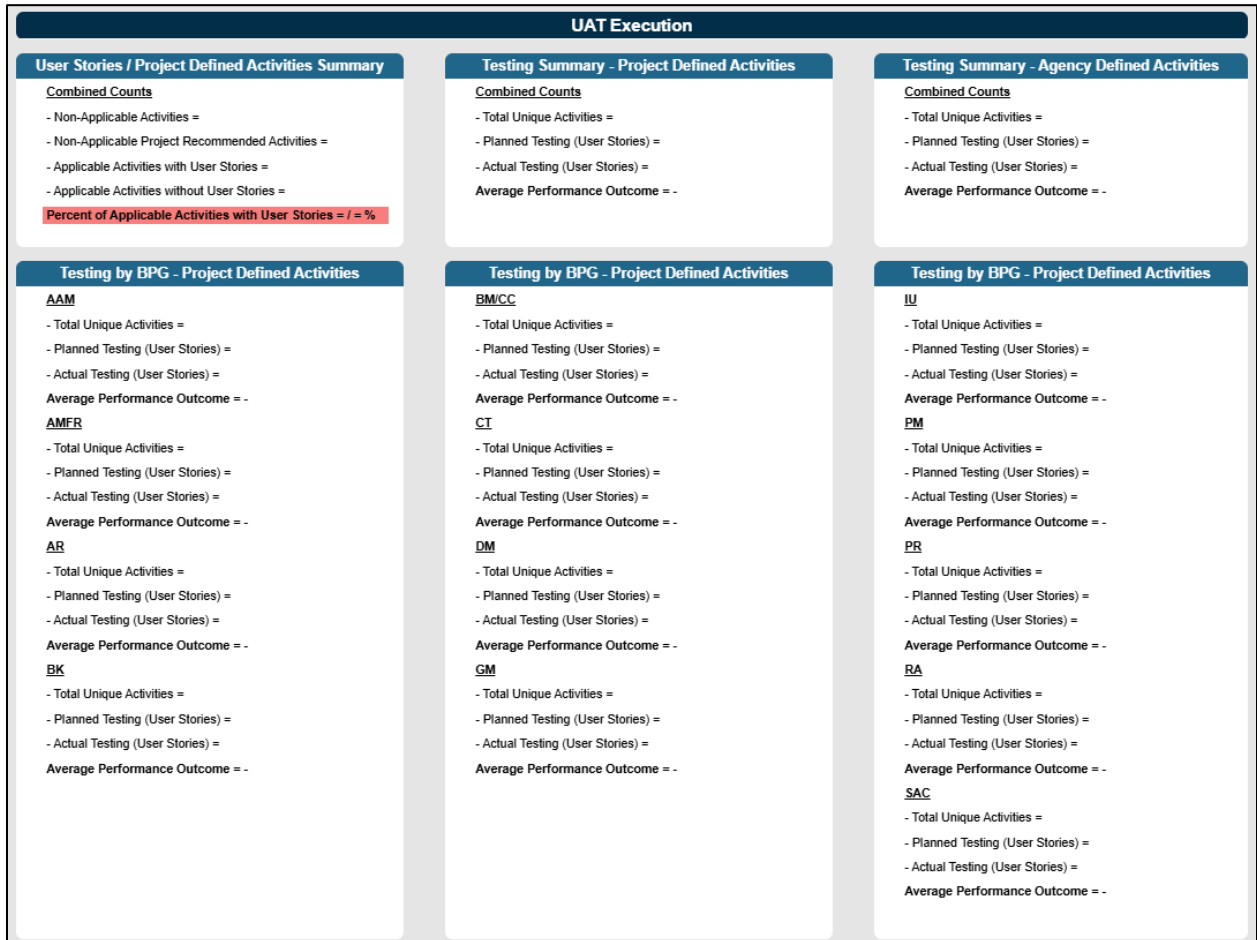


Figure 3: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 3)

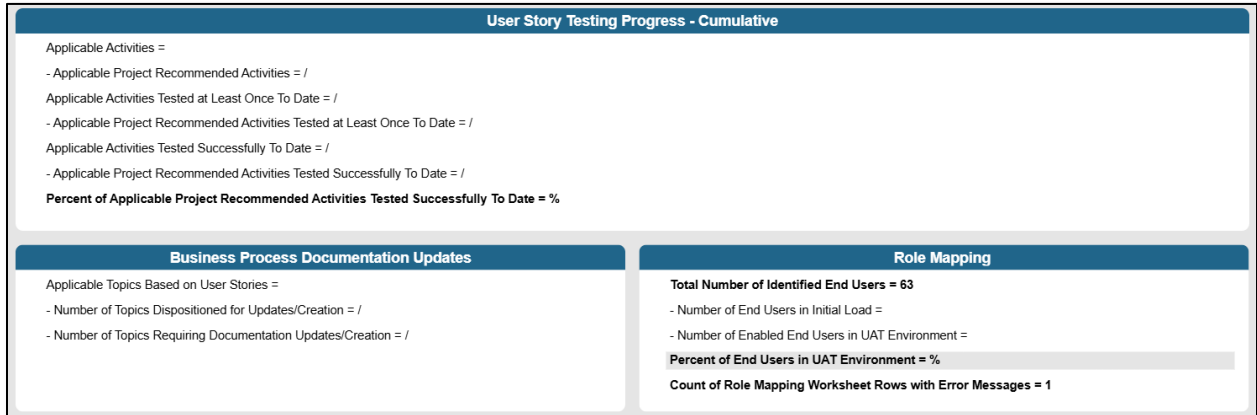


Figure 4: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 4)

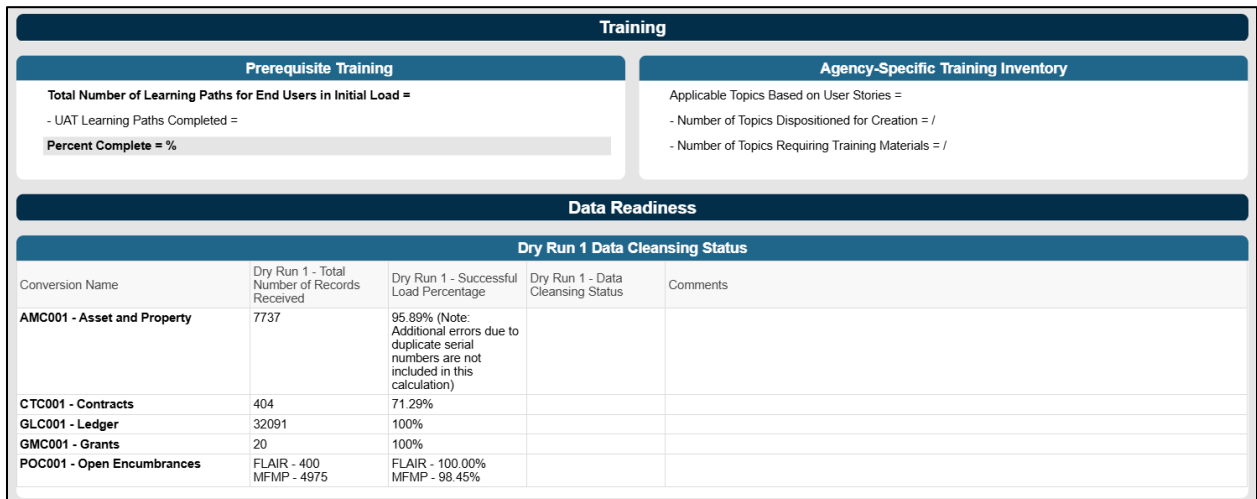


Figure 5: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 5)

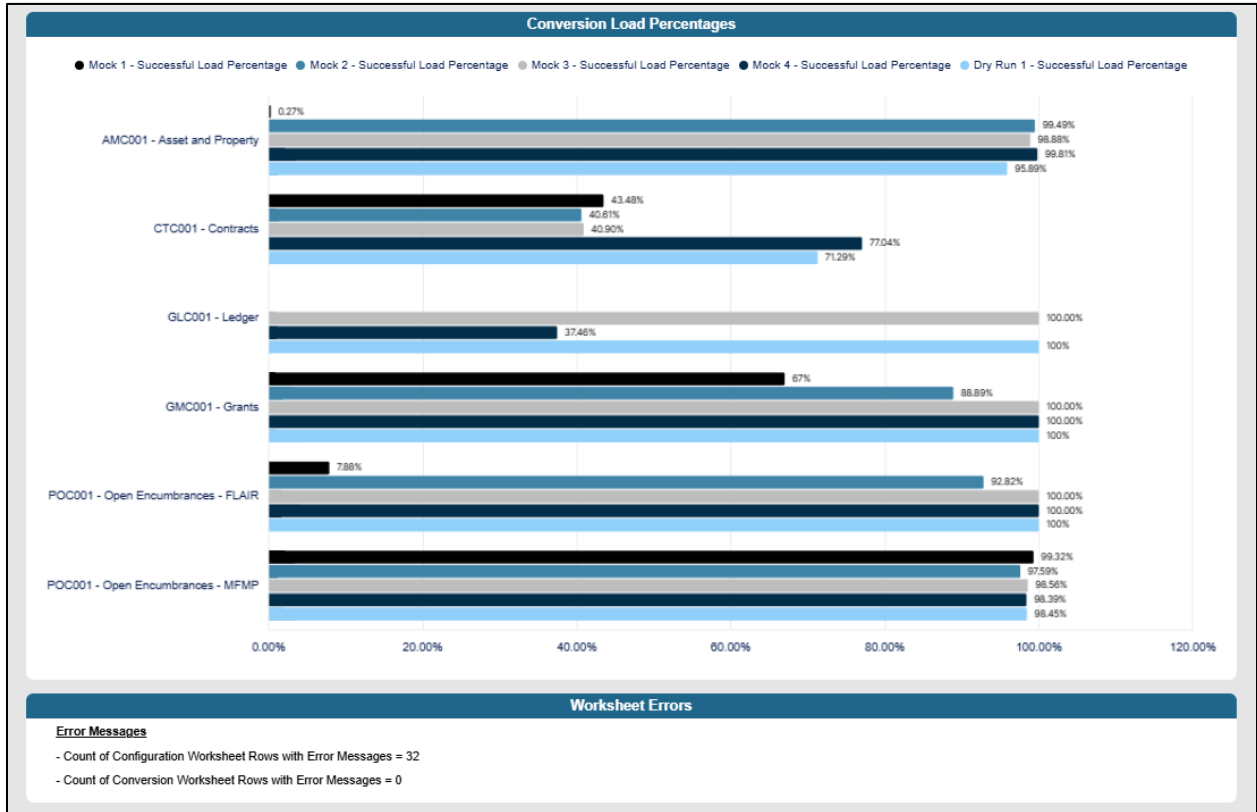


Figure 6: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 6)

Agency Sponsor Confirmation

[Speak to fill](#)

Fields marked with an asterisk (*) are required.

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's progress testing report. I have reviewed and confirmed the accuracy of my agency's readiness and testing status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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DEMO Progress Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
February 2026	Steven Fielder	floridapalm@myfloridacfo.com	02/24/26
January 2026	Steven Fielder	floridapalm@myfloridacfo.com	01/26/26

Figure 7: Demo Monthly Progress Report – Testing, Training Dashboard (Panel 7)

The Monthly Progress Report dashboard is populated using agency reported data from the following resources located in your Florida PALM Workspace in Smartsheet:

Table 1: Smartsheet Resources for Monthly Status Report and Agency Applicability

Smartsheet Resource	Agency Applicability
<Agency> <i>Incomplete Cycle 2 Testing Check In</i> worksheet	Required only for agencies that have not completed Cycle 2 testing
<Agency> <i>Cycle 2 Technical Interface Testing</i> worksheet	Required only for agencies that have not completed Cycle 2 testing
<Agency> <i>Interface Cycle 3 – Full Integration Testing</i> worksheet	Required for all interfacing agencies
Agency> <i>User Story Activity Coverage</i> worksheet	Required for all agencies
<Agency> <i>User Story Inventory</i> worksheet	Required only for agencies that have chosen to document user stories outside of the Change Analysis tool
<Agency> <i>Change Analysis</i> worksheet	Required only for agencies that have chosen to document user stories outside of the User Story Inventory.
Agency> <i>Agency Business Process Documentation Inventory</i> worksheet	Required for all agencies
<Agency> <i>Role Mapping</i> worksheet	Required for all agencies
<Agency> <i>Prerequisite Tracking</i> worksheet	Required for all agencies
<Agency> <i>Agency-Specific Training Inventory</i> worksheet	Required for all agencies
<Agency> <i>Mock Conversion</i> worksheet	Required for all agencies
<Agency> <i>Configuration and Conversion</i> worksheets	Required for all agencies

Interface Cycle 2 - Technical Testing Section

The Interface Cycle 2 - Technical Testing (Figure 8) section is designed to help you understand your agency’s current Cycle 2 testing progress and status, if applicable. This section will only appear on dashboards for agencies that have not completed Interface Cycle 2 – Technical Testing. This section will be removed from agency’s dashboard the month following completing Cycle 2 testing.

Interface Cycle 2 - Technical Testing						
Incomplete Cycle 2 Testing Report						
Agency Business System	Florida PALM Interface Name	Interface Direction	Status	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?
DEMO	API002 - Inbound Voucher Load	Inbound	In Progress			
DEMO	API006 - Inbound Payment Cancellation	Inbound	Not Started			
DEMO	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress			
DEMO	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started			

Inbound Cycle 2 Technical Interface Testing		Outbound Cycle 2 Technical Interface Testing	
Inbound Interfaces Planned to be Tested = - Testing Not Started = - Testing In Progress = - Testing Complete = Percent Complete = %		Outbound Interfaces Planned to be Tested = - Testing Not Started = - Testing In Progress = - Testing Complete = Percent Complete = %	

Figure 8: Interface Cycle 2 - Technical Testing

Incomplete Cycle 2 – Technical Testing

The Incomplete Cycle 2 Testing Report (Figure 9) section displays your agency’s expected start and completion dates, and the reported blockers for why testing is incomplete from your <Agency> *Incomplete Cycle 2 Testing Check In* worksheet.

This report will only be available if your agency has interfaces that have not started or have not completed Cycle 2 testing.

Incomplete Cycle 2 Testing Report						
Agency Business System	Florida PALM Interface Name	Interface Direction	Status	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?
DEMO	API002 - Inbound Voucher Load	Inbound	In Progress			
DEMO	API006 - Inbound Payment Cancellation	Inbound	Not Started			
DEMO	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress			
DEMO	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started			

Figure 9: Interface Cycle 2 Testing Report

Review the [Incomplete Cycle 2 Testing Supplemental](#) to learn more on how to complete this section.

Inbound/Outbound Cycle 2 Technical Interface Testing

The Interface Testing Progress – Inbound/Outbound (Figure 10) section is grouped by the direction of the interface (e.g., into Florida PALM, out from Florida PALM) and displays your agency’s interface testing progress, which is maintained in your <Agency > *Cycle 2 Technical Interface Testing* worksheet.

- **Testing Not Started** indicates the count of interfaces that are planned to be tested (i.e., needed for go live) but testing has not started.
- **Testing in Progress** indicates the count of interfaces that are currently undergoing testing activities.
- **Testing Complete** indicates the count of interfaces that have had at least one successful test.

- *Percent Complete* indicates the percentage of interfaces that have had at least one successful test (Testing Complete / Inbound (Outbound) Interfaces Planned to be Tested).

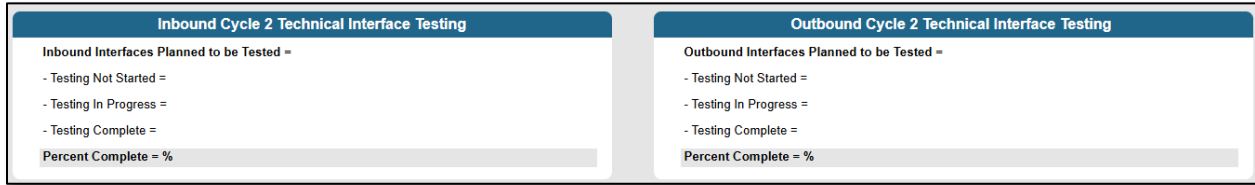


Figure 10: Inbound/Outbound Cycle 2 Interface Testing

NOTE: If Interface Testing is complete for either Inbound or Outbound, the progress statistics will be replaced with a green bar, indicating completion, as shown in Figure 11.

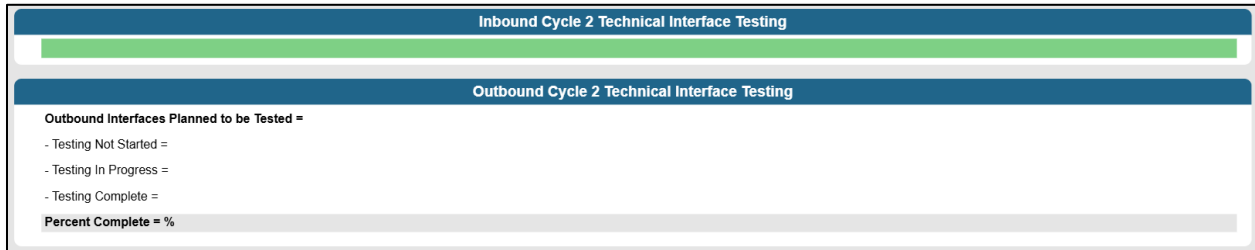


Figure 11: Inbound/Outbound Cycle 2 Interface Testing (Complete)

NOTE: Agencies not currently engaged in Cycle 2 Technical Interface Testing, meaning they do not have interfaces or have completed both Inbound and Outbound Interface Cycle 2 Testing, will not have an Interface Cycle 2 – Technical Testing section on their dashboards.

Review the [Interface Testing Worksheet Supplemental](#) to learn more on how to complete this section.

Interface Cycle 3 – Full Integration Testing Section

The Interface Cycle 3 – Full Integration Testing (Figure 12) section is designed to help you track your agency end-to-end interface testing progress during All Agency UAT. The Cycle 3 Interface Testing progress is grouped by the direction of the interface (e.g., into Florida PALM, out of Florida PALM) and displays the progress reported for the month and cumulative testing progress since the start of UAT.

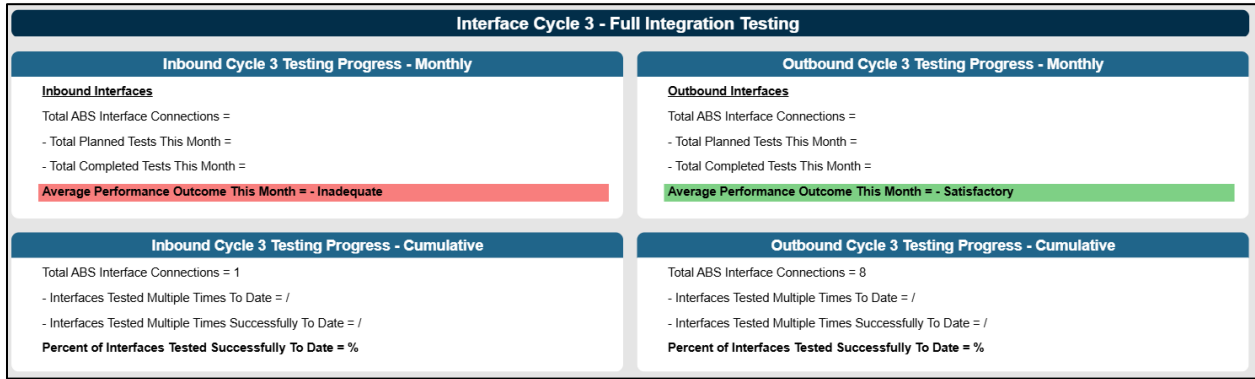


Figure 12: Interface Cycle 3 – Full Integration Testing

Interface Cycle 3 Testing Progress - Monthly

The Interface Cycle 3 Testing Progress – Monthly boxes (Figure 13) display a summary of your agency’s interface testing progress for the reporting month, for both Inbound and Outbound interfaces. This data is maintained in your <Agency> Cycle 3 – Full Integration Testing worksheet.

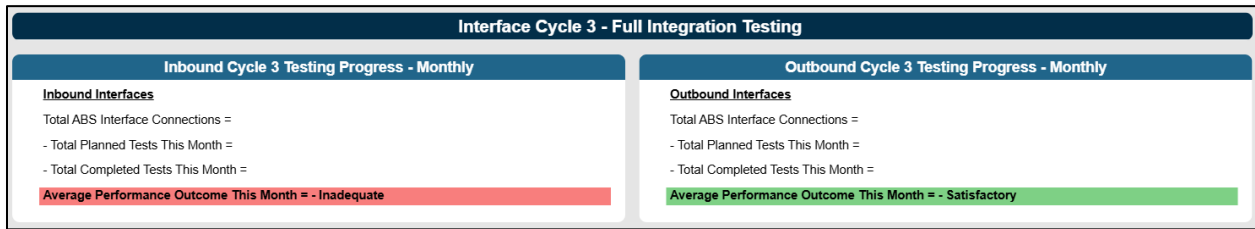


Figure 13: Inbound/Outbound Cycle 3 Testing Progress - Monthly

- **Total ABS Interface Connections** indicates a total count of all unique Agency Business System interface connections (e.g., an ABS can have multiple connections).
- **Total Planned Tests This Month** indicates the total count of all interface tests that your agency plans to conduct for the month.
- **Total Completed Tests This Month** indicates the total count of all interface tests completed during the month.
- **Average Performance Outcome This Month** averages all the values for the month in the Performance Outcome column to get an overall score, and pairs it with a rating of "Above Expectations, Satisfactory, or Inadequate" along with a color indicator. Refer to Table 2 for details.

Table 2: Average Performance Outcome Assigned Values

Performance Outcome*	Assigned Value	Range for Average Rating	Color Indicator
Above Expectations	30	23.51 – 30.00	Green
Satisfactory	20	17.51 – 23.50	Green
Inadequate	10	10.00 – 17.50	Red
N/A	Not factored in scoring	Not factored in scoring	N/A

*The Performance Outcome column is found in your <Agency> Cycle 3 – Full Interface Testing worksheet.

Review the [Cycle 3 – Full Interface Testing Supplemental](#) to learn more on how to complete this section.

Interface Cycle 3 Testing Progress - Cumulative

The Cycle 3 Interface Testing Progress - Cumulative data (Figure 14) is populated with information submitted in your previous Monthly Progress Reports since the start of UAT, plus data from the current reporting period.

Inbound Cycle 3 Testing Progress - Cumulative	Outbound Cycle 3 Testing Progress - Cumulative
Total ABS Interface Connections = 1	Total ABS Interface Connections = 8
- Interfaces Tested Multiple Times To Date = /	- Interfaces Tested Multiple Times To Date = /
- Interfaces Tested Multiple Times Successfully To Date = /	- Interfaces Tested Multiple Times Successfully To Date = /
Percent of Interfaces Tested Successfully To Date = %	Percent of Interfaces Tested Successfully To Date = %

Figure 14: Inbound/Outbound Cycle 3 Testing Progress - Cumulative

- **Total ABS Interface Connections** indicates a total count of all unique Agency Business System interface connections (e.g., an ABS can have multiple connections).
- **Interfaces Tested Multiple Times** indicates the count of interfaces that have been tested more than once, as reported in your *Interface Cycle 3 Full Integration Test* worksheet since the start of UAT, over the total number of unique Agency Business System interface connections.
- **Interfaces Tested Multiple Times Successfully** indicates the count of interfaces that have been successfully tested more than once (i.e., with at least two performance outcomes of 'Satisfactory' or 'Above Expectations') as reported in your *Interface Cycle 3 Full Integration Test* worksheet since the start of UAT, over the total number of unique Agency Business System interface connections.
- **Percent of Interfaces Tested Successfully** indicates the percentage of interfaces that have been successfully tested more than once (i.e., with at least two performance outcomes of 'Satisfactory' or 'Above Expectations') as reported in *Interface Cycle 3 Full Integration Test* worksheet since the start of UAT, over the total number of unique Agency Business System interface connections, and assigns a color indicator. Refer to Table 3 for details.

Table 3: Color Indicators for Percent of Interfaces Tested Successfully

Percent of Interfaces Tested Successfully	Color Indicator
100.00%	Green
90 – 99.99%	Yellow
0 – 89.99%	Red

UAT Execution Section

The UAT Execution (Figures 15 and 16) section is designed to help you understand your agency's current UAT progress and status.

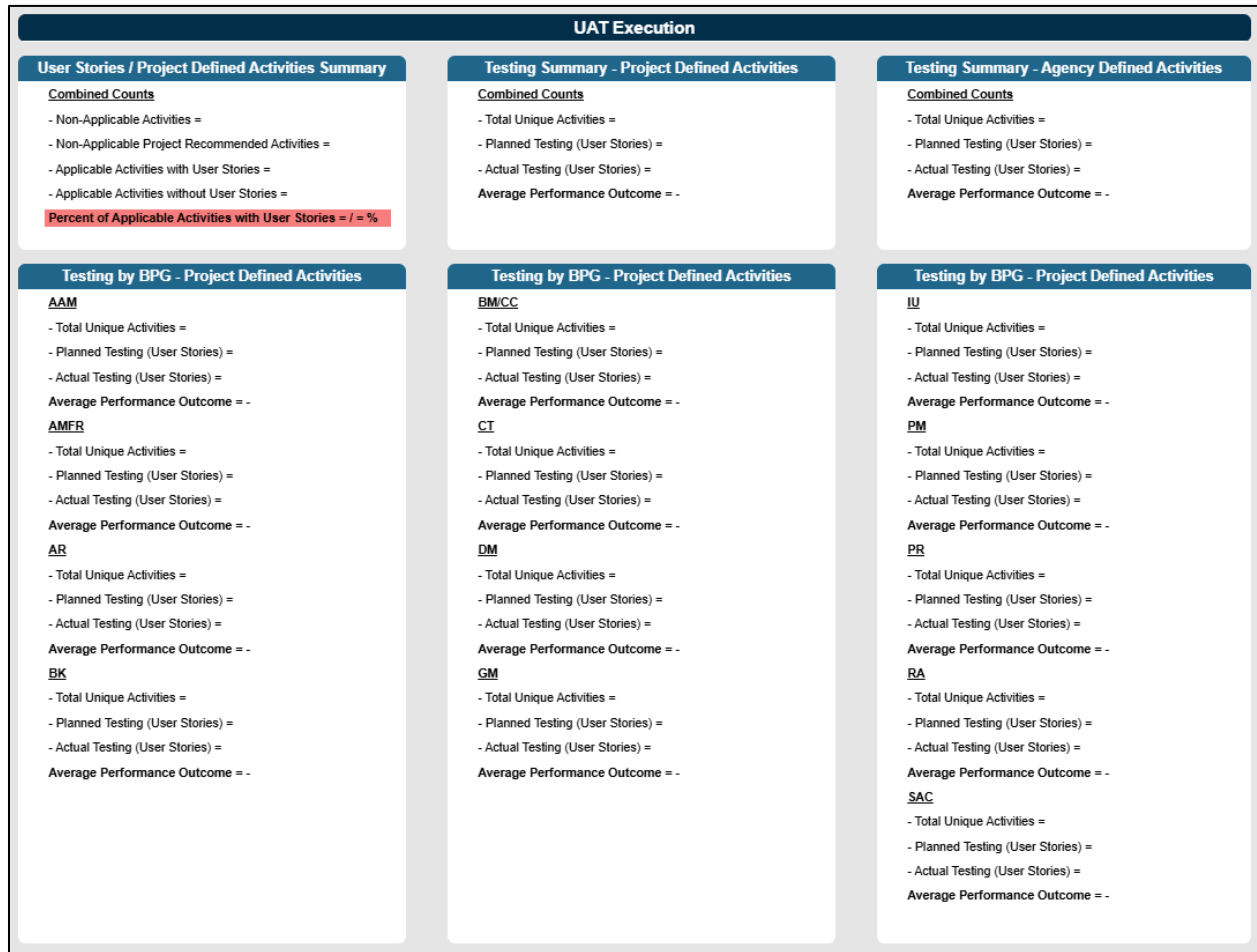


Figure 15: UAT Execution section (Panel 1)

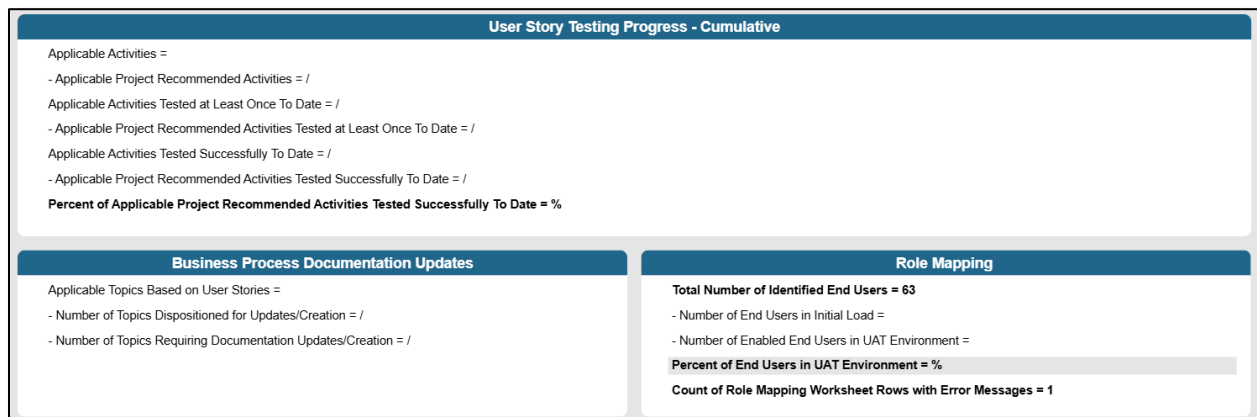


Figure 16: UAT Execution section (Panel 2)

User Stories / Project Defined Activities Summary

This section is intended to show how many project-defined activities are applicable for your agency and the number of applicable activities that agency plans to test based on the development of at least one user story.

The User Stories / Project Defined Activities Summary (Figure 17) section includes the following:

- *Non-Applicable Activities* indicates the count of all unique activities your agency will not perform (i.e., activity is marked as not applicable).
- *Non-Applicable Project Recommended Activities* indicates the count of the Project Recommended Standard activities your agency will not perform (i.e., activity is marked as not applicable).
- *Applicable Activities with User Stories* indicates the count of unique activities that your agency will perform (i.e., activity is not marked as not applicable) with at least one user story.
- *Applicable Activities without User Stories* indicates the count of unique activities your agency will perform (i.e., activity is not marked as not applicable) that do not have any user stories.
- *Percent of Applicable Activities with User Stories* indicates the percentage of agency applicable activities that have user stories and assigns a color indicator. Refer to Table 4 for details.

This data is being pulled from your <Agency> *User Story Activity Coverage* worksheet and includes only activities that are Project-defined, not agency defined.

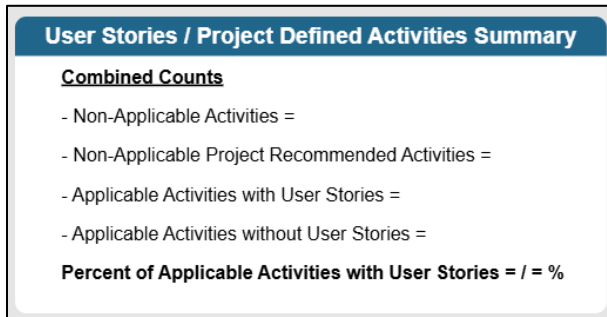


Figure 17: User Story Activity Summary

Table 4: Color Indicators for Percentage of Activities with User Stories

Percent of Activities with User Stories	Color Indicator
95 – 100.00%	Green
75 – 94.99%	Yellow
0.00 – 74.99%	Red

Review the [User Story Activity Coverage Supplemental](#) to learn more on how to complete this section.

Testing Summary – Project Defined Activities

The Testing Summary – Project Defined Activities (Figure 18) section displays an overall combined count of all unique project defined activities, planned and actual testing that occurred, and the average performance outcome for the month maintained in either your <Agency> *Change Analysis* worksheets or <Agency> *User Story Inventory* worksheet, depending on your agency's User Story Inventory option selection.

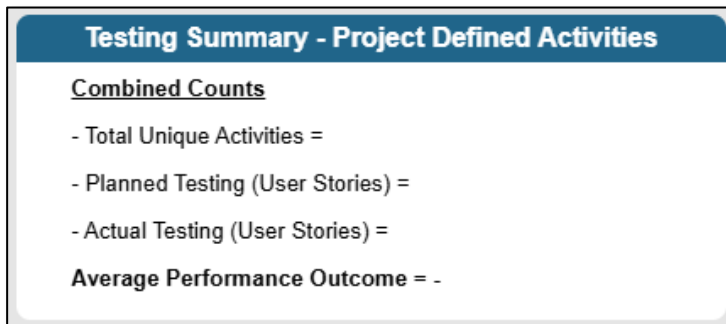


Figure 18: Overall UAT Testing Progress Report

- *Total Unique Activities* indicates the total count of all unique activities across BPGs.
- *Planned Testing (User Stories)* indicates the total count of all planned tests for the month across all BPGs.
- *Actual Testing (User Stories)* indicates the total count of all tests that occurred during the month across all BPGs.
- *Average Performance Outcome* shows an overall score that averages all the values of the Performance Outcome column selections, and pairs it with a rating of "Above Expectations, Satisfactory, or Inadequate" along with a color indicator. See Table 5 for details.

Table 5: UAT Performance Outcome Assigned Values

Performance Outcome*	Assigned Value	Range for Average Rating	Color Indicator
Above Expectations	30	23.51 – 30.00	Green
Satisfactory	20	17.51 – 23.50	Green
Inadequate	10	10.00 – 17.50	Red
N/A	Not factored in scoring	Not factored in scoring	N/A

*The Performance Outcome column is found in either your <Agency> *Change Analysis* worksheets or your <Agency> *User Story Inventory* worksheet, depending on your agency's User Story Inventory option selection.

Review either the [User Story Inventory for Progress Reporting Supplemental](#) or the [Change Analysis Tool for Progress Reporting Supplemental](#) to learn more on how to complete this section.

Testing Summary – Agency Defined Activities

Testing Summary – Agency Defined Activities (Figure 19) section includes information on agencies' optionally identified activities and is used to track test scenarios that do not align with an activity on the Florida PALM Topics and Activities list. These values are only included in the Agency Defined portion of the dashboard and are not included in the combined counts for BPGs.

This section displays a total count of all Agency Defined unique activities, planned and actual testing that occurred, and the average performance outcome for the month, maintained in either your <Agency> *Change Analysis* worksheets or <Agency> *User Story Inventory* worksheet depending on your agency's User Story Inventory option selection.

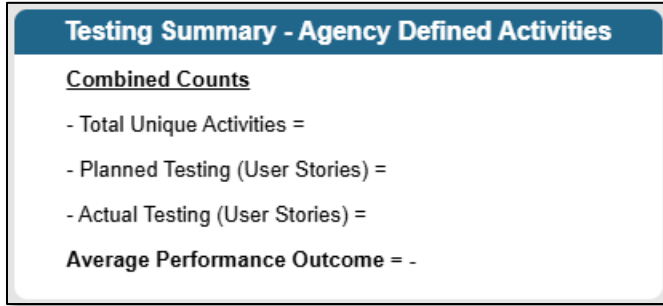


Figure 19: Agency Defined Testing Progress Report

- *Total Unique Activities* indicates the total count of all unique, agency-defined activities.
- *Planned Testing (User Stories)* indicates the total count of planned tests of all agency-defined activities for the month.
- *Actual Testing (User Stories)* indicates the total count of completed tests of agency-defined activities for the month.
- *Average Performance Outcome* averages all the values of the Performance Outcome column selections to get an overall score, and pairs it with a rating of "Above Expectations, Satisfactory, or Inadequate" along with a color indicator. See Table 6 for details.

Table 6: Agency Defined Average Performance Outcome Assigned Values

Performance Outcome*	Assigned Value	Range for Average Rating	Color Indicator
Above Expectations	30	23.51 – 30.00	Green
Satisfactory	20	17.51 – 23.50	Green
Inadequate	10	10.00 – 17.50	Red
N/A	Not factored in scoring	Not factored in scoring	N/A

*The Performance Outcome column is found in either your <Agency> *Change Analysis* worksheets or your <Agency> *User Story Inventory* worksheet, depending on your agency's User Story Inventory option selection.

Review either the [User Story Inventory for Progress Reporting Supplemental](#) or the [Change Analysis Tool for Progress Reporting Supplemental](#).

Testing by BPG – Project Defined Activities

The Testing by BPG – Project Defined Activities (Figure 20) section displays total counts of unique project defined activities, planned and actual testing that occurred, and the average performance outcome for the month for each BPG, maintained in either your <Agency> *Change Analysis* worksheets or <Agency> *User Story Inventory* worksheet depending on your agency's User Story Inventory option selection.

Testing by BPG - Project Defined Activities	Testing by BPG - Project Defined Activities	Testing by BPG - Project Defined Activities
AAM - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	BM/CC - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	IU - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -
AMER - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = 25 -	CI - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	PM - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -
AR - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	DM - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	PR - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -
BK - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	GM - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	RA - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -
		SAC - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -

Figure 20: Testing by BPG – Project Defined Activities

- **Total Unique Activities** indicates the total count of all unique activities, per BPG.
- **Planned Testing (User Stories)** indicates the total count of all planned tests for the month, per BPG.
- **Actual Testing (User Stories)** indicates the total count of all tests that occurred during the month, per BPG.
- **Average Performance Outcome** averages all the values of the Performance Outcome column selections to get an overall score, and pairs it with a rating of "Above Expectations, Satisfactory, or Inadequate" along with a color indicator. See Table 7 for details.

Table 7: Average Performance Outcome Values

Performance Outcome*	Assigned Value	Range for Average Rating	Color Indicator
Above Expectations	30	23.51 – 30.00	Green
Satisfactory	20	17.51 – 23.50	Green
Inadequate	10	10.00 – 17.50	Red
N/A	Not factored in scoring	Not factored in scoring	N/A

*The Performance Outcome column is found in either your <Agency> Change Analysis worksheets or your <Agency> User Story Inventory worksheet, depending on your agency's User Story Inventory option selection.

Review either the [User Story Supplemental](#) or the [Change Analysis Supplemental](#) to learn more on how to complete this section.

User Story Testing Progress - Cumulative

The User Story Testing Progress - Cumulative (Figure 21) provides a summary of your agency's User Story Testing efforts since the start of UAT.

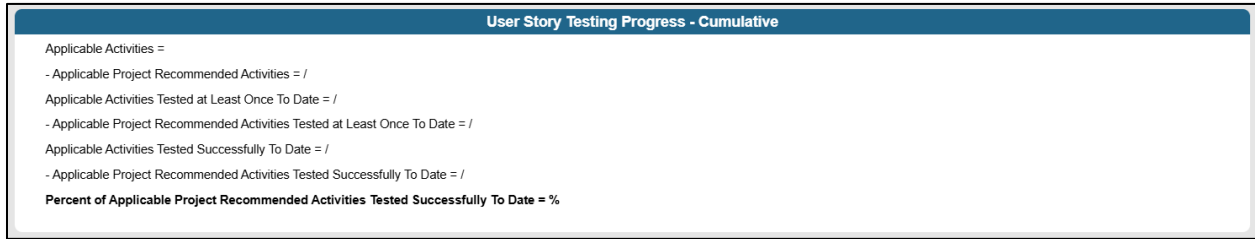


Figure 21: User Story Testing Progress - Cumulative

- **Applicable Activities** indicates the total number of applicable activities (i.e., activity is not marked as not applicable) for your agency.
- **Applicable Project Recommended Activities** indicates the number of project recommended standard activities over the total number of applicable activities.
- **Applicable Activities Tested at Least Once To Date** indicates how many applicable activities have been tested at least once to date, based on current and previous progress reporting since the start of UAT.
- **Applicable Project Recommended Activities Tested at Least Once To Date** indicates how many applicable project recommended activities have been tested at least once to date, based on current and previous progress reporting since the start of UAT.
- **Applicable Activities Tested Successfully To Date** indicates how many applicable activities have been tested successfully (i.e., with at least one performance outcome of 'Satisfactory' or 'Above Expectations') to date, based on current and previous progress reporting since the start of UAT.
- **Applicable Project Recommended Activities Tested Successfully to Date** indicates how many applicable project recommended activities have been tested successfully (i.e., with at least one performance outcome of 'Satisfactory' or 'Above Expectations') to date, based on current and previous progress reporting since the start of UAT.
- **Percent of Applicable Project Recommended Activities Tested Successfully To Date** displays the percent of applicable project recommended activities tested successfully to date, and assigns a color indicator. Refer to Table 8 for details.

This data is being pulled from either your <Agency> *Change Analysis* worksheets or <Agency> *User Story Inventory* worksheet, depending on your agency's User Story Inventory option selection, and based is based on selections made in your <Agency> *User Story Activity Coverage* worksheet. Only activities that are Project-defined, not agency defined, are included.

Table 8: Color Indicators for Percent of Applicable Project Recommended Activities Tested Successfully To Date

Percent of Applicable Project Recommended Activities Tested Successfully To Date	Color Indicator
100.00%	Green
90 – 99.99%	Yellow
0.00 – 89.99%	Red

Business Process Documentation Updates

The Business Process Documentation Updates (Figure 22) section summarizes the total number of topics based on user stories, topics dispositioned for business process creation or updates, and the number of topics requiring training materials. This data is pulled from your <Agency> *Agency Business Process Documentation Inventory* worksheet.

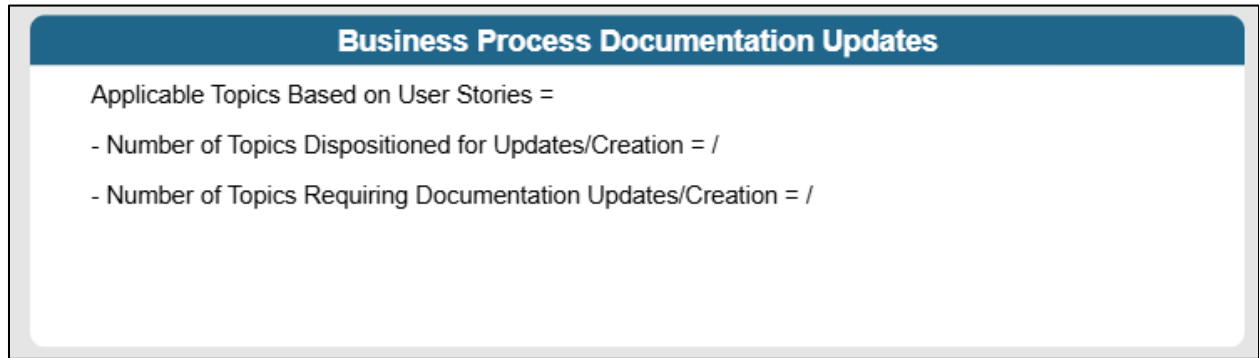


Figure 22: Business Process Documentation Updates

- *Applicable Topics Based on User Stories* indicates the number of applicable topics for your agency.
- *Number of Topics Dispositioned for Updates/Creation* indicates the number of topics dispositioned for documentation updates or creation out of the total applicable topics based on user stories.
- *Number of Topics Requiring Documentation Updates/Creation* indicates the number of topics that require business process documentation to be updated or created out of the total applicable topics based on user stories.

Review [RW602 Task Instructions - Update Agency Business Process Documentation](#) for instructions on completing the worksheet.

Role Mapping

The Role Mapping (Figure 23) section displays the total number of identified end users, end users included in the Initial Load for the start of UAT, and end users that are currently enabled in the UAT environment. This data is pulled from your <Agency> *Role Mapping* worksheet.

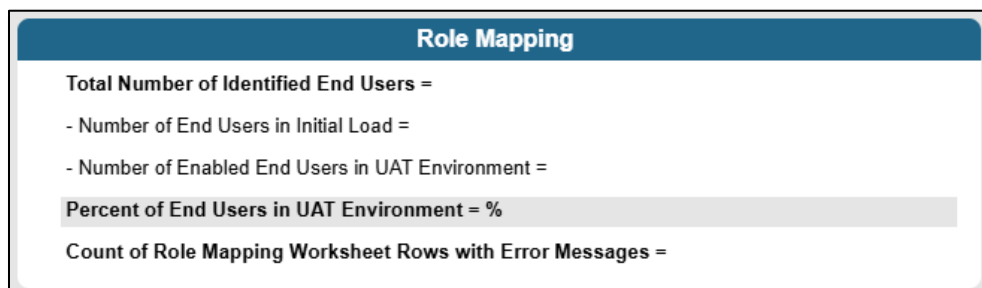


Figure 23: Role Mapping

- *Total Number of Identified End Users* indicates the complete count of end users that your agency has listed.
- *Number of End Users in Initial Load* indicates the count of end users that were in the initial end user load for the start of All Agency UAT. This amount will not change from month to month.
- *Number of Enabled End Users in UAT Environment* indicates the count of enabled end users in the current UAT environment. This number reflects the users marked “Enabled in UAT Environment” *, in your Role Mapping worksheet.
- *Percent of End Users in UAT Environment* indicates the percentage of end users that are currently enabled in the UAT environment compared to total end users (Number of Enabled End Users in UAT Environment / Total Number of Identified End Users).
- *Count of Role Mapping Worksheet Rows with Error Messages* indicates the complete count of rows with error messages found in your Role Mapping worksheet.

*The “Enabled in UAT Environment” in your <Agency> Role Mapping worksheet is used to track testers who are enabled in UAT through the duration of UAT, users may be added and/or removed by your IdP SME and SAMs. As access changes are made in UAT, those updates should also be made in the <Agency> Role Mapping worksheet.

Training Section

The Training (Figure 24) section allows the opportunity to provide information related to your agency’s training preparation and related activities.

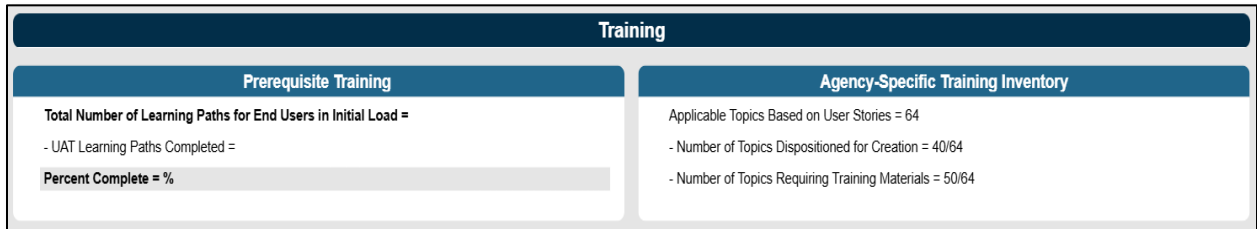


Figure 24: Training

Prerequisite Training

The Prerequisite Training (Figure 25) displays the total number of required UAT prerequisite learning paths to be completed by your initial UAT participants and the number of UAT prerequisite learning paths that your initial UAT participants have completed, maintained in your <Agency> Prerequisite Tracking worksheet.

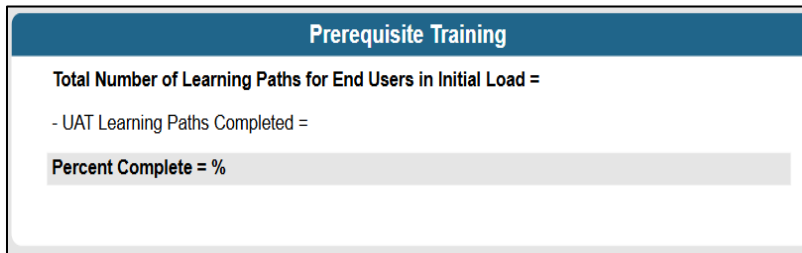


Figure 25: Prerequisite Training

- *Total Number of Learning Paths for End Users in Initial Load* indicates the complete count of required UAT prerequisite learning paths for all initial load UAT end users based on their role assignment in your <Agency> *Role Mapping* worksheet.
- *UAT Learning Paths Completed* indicates the count of completed UAT prerequisite learning paths for all initial load UAT end users based on their role assignment in your <Agency> *Role Mapping* worksheet.
- *Percent Complete* indicates the completion percentage of required UAT prerequisite learning paths for all initial load UAT end users based on their role assignment (UAT Learning Paths Completed / Total Number of Learning Paths for End Users in Initial Load).

Agency-Specific Training Inventory

The Agency-Specific Training Inventory (Figure 26) summarizes the total number of applicable topics based on user stories, topics dispositioned for creation or updates, and the number of topics requiring training materials. The data is pulled from your <Agency> *Agency-Specific Training Inventory* worksheet.

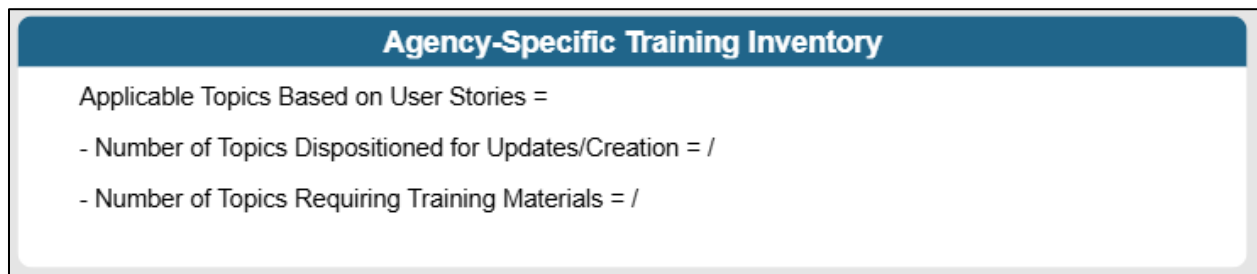


Figure 26: Agency-Specific Training Inventory

- *Applicable Topics Based on User Stories* indicates the number of applicable topics your agency has based on reported user stories.
- *Number of Topics Dispositioned for Updates/Creation* indicates the number of topics dispositioned for updates or creation out of the total applicable topics based on reported user stories.
- *Number of Topics Requiring Training Materials* indicates the number of topics that require training materials out of the total applicable topics based on user stories.

Review [RW604 Task Instructions - Create Agency-Specific Learning Materials to Support End Users](#) for instructions on completing the worksheet.

Data Readiness Section

The Data Readiness (Figure 27) section is designed to help you understand your agency's current data readiness progress and status.

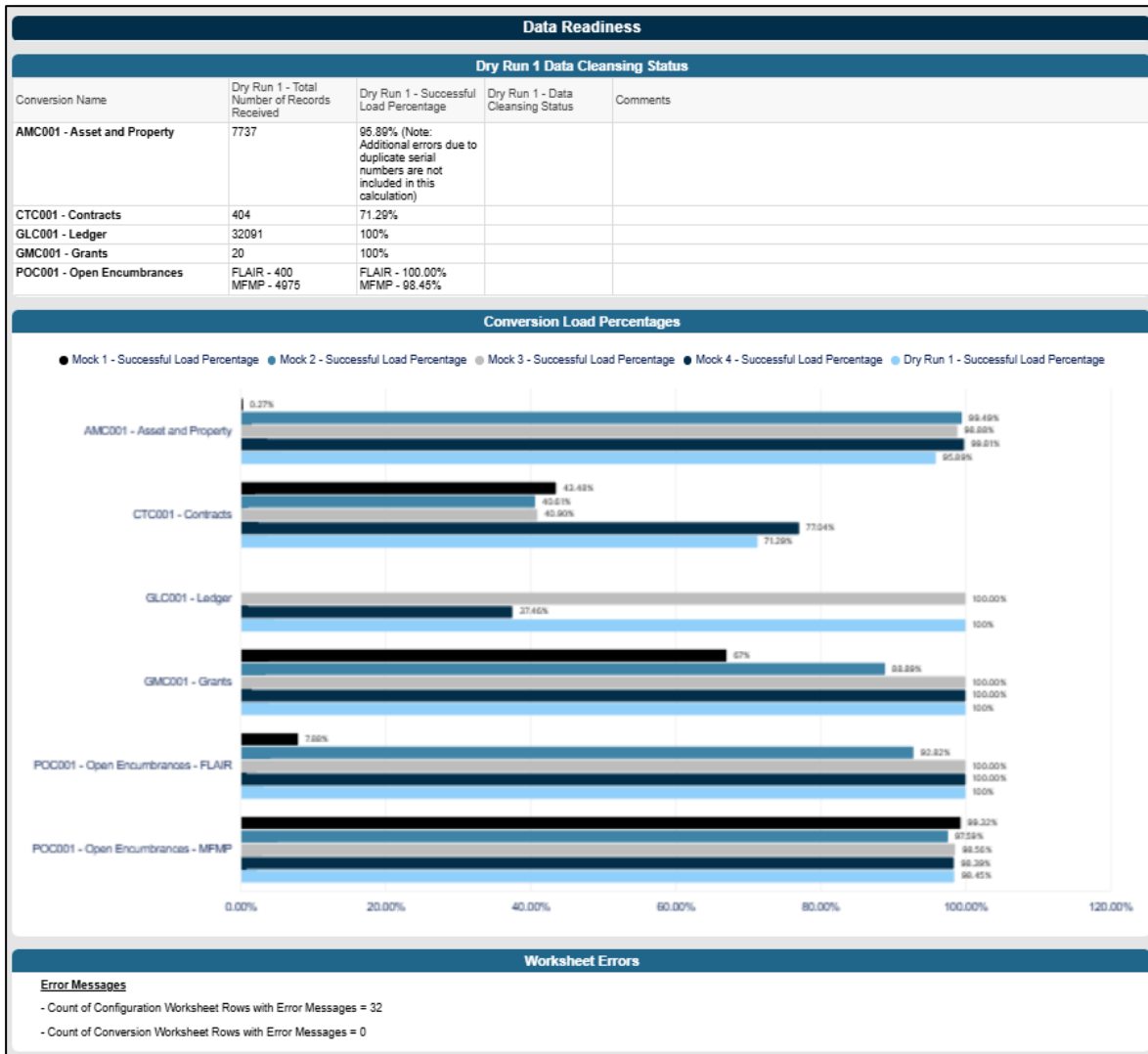


Figure 27: Data Readiness

Dry Run 1 Data Cleansing Status

The Dry Run 1 Data Cleansing Status (Figure 28) displays your agency’s data cleansing progress for Dry Run 1, maintained in your <Agency> *Mock Conversions* worksheet. The data shows the conversion name, the total number of records received from the source system for the conversion, the percentage of records that successfully loaded for the conversion, your agency’s reported status of data cleansing, and any comments related to your agency’s data cleansing progress.

- *In Progress* indicates your data cleansing efforts have begun.
- *Complete* indicates your data cleansing efforts are complete.
- *Not Applicable* indicates your agency has opted to not participate in the conversion.

Dry Run 1 Data Cleansing Status				
Conversion Name	Dry Run 1 - Total Number of Records Received	Dry Run 1 - Successful Load Percentage	Dry Run 1 - Data Cleansing Status	Comments
AMC001 - Asset and Property	7737	95.89% (Note: Additional errors due to duplicate serial numbers are not included in this calculation)		
CTC001 - Contracts	404	71.29%		
GLC001 - Ledger	32091	100%		
GMC001 - Grants	20	100%		
POC001 - Open Encumbrances	FLAIR - 400 MFMP - 4975	FLAIR - 100.00% MFMP - 98.45%		

Figure 28: Dry Run 1 Data Cleansing Status

Review [RW Task 698 – Complete Data Cleansing in Preparation for Dry Run 2](#) for instructions on completing the worksheet.

Conversion Load Percentages

The Conversion Load Percentages (Figure 29) displays the percentage of your agency's conversion records that successfully loaded in each Mock Conversion or Dry Run cycle, as shown in your <Agency> Mock Conversions worksheet.

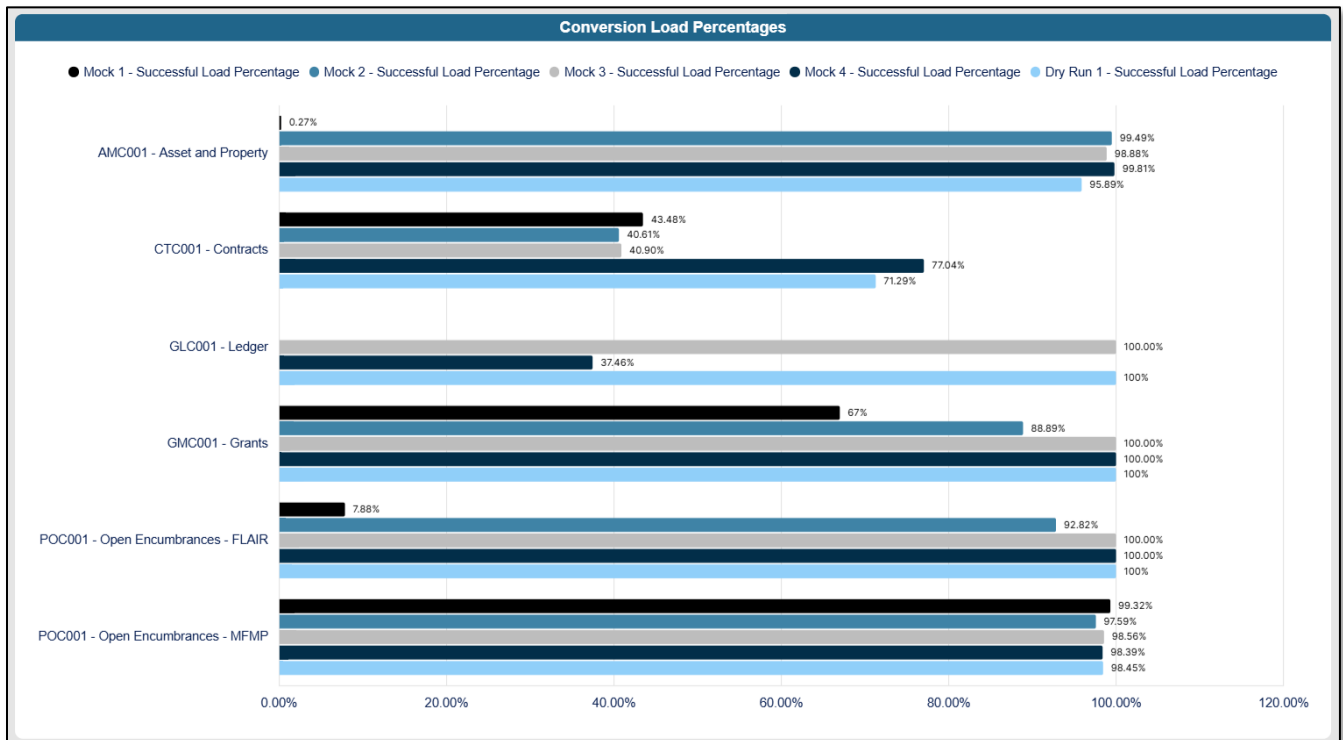


Figure 29: Conversion Load Percentages

NOTE: GLC001 – Ledger was not run in Mock Conversion 1, and a load percentage was not provided to agencies for Mock Conversion 2 due to the data fixes that were implemented by the Project.

Worksheet Errors

The Worksheet Errors (Figure 30) displays a total count of rows in error in your agency's:

- combined configuration workbooks, and
- combined conversion worksheets

You can view all errors in your <Agency> *Consolidated Error Message Report* and review the individual worksheet supplemental documents for guidance on how to resolve worksheet errors.

NOTE: *Worksheet error counts may not be reflective of all issues requiring updates in a workbook. There may be missing data or other errors captured by conditional formatting that may not be captured in the Error Message counts.*

Worksheet Errors	
Error Messages	
- Count of Configuration Worksheet Rows with Error Messages =	32
- Count of Conversion Worksheet Rows with Error Messages =	0

Figure 30: Worksheet Errors

Submission Section

The Submission (Figure 31) section includes a form for your Agency Sponsor to confirm and submit your Monthly Progress Report and provides record of previous submissions.

Submission															
<p>Agency Sponsor Confirmation</p> <p>As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's progress testing report. I have reviewed and confirmed the accuracy of my agency's readiness and testing status as reflected in this dashboard.</p> <p>Agency Sponsor Name: *</p> <input type="text"/> <p><input type="checkbox"/> Confirm *</p> <p><input type="button" value="Submit"/></p> <p>Privacy Policy Report Abuse</p>		<p>DEMO Progress Report Confirmation</p> <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Agency Sponsor Name:</th> <th>Confirmed By:</th> <th>Confirmation Date:</th> </tr> </thead> <tbody> <tr> <td>February 2026</td> <td>Steven Fielder</td> <td>floridapalm@myfloridacfo.com</td> <td>02/24/26</td> </tr> <tr> <td>January 2026</td> <td>Steven Fielder</td> <td>floridapalm@myfloridacfo.com</td> <td>01/26/26</td> </tr> </tbody> </table>		Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:	February 2026	Steven Fielder	floridapalm@myfloridacfo.com	02/24/26	January 2026	Steven Fielder	floridapalm@myfloridacfo.com	01/26/26
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:												
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Figure 31: Submission

Agency Sponsor Confirmation

The Agency Sponsor Confirmation (Figure 32) section allows for easy submission of the Monthly Progress report. For each reporting period, Primary or Backup Agency Sponsors must review all Dashboard information and provide confirmation that the data represented is accurate.

NOTE: *This report is intended to provide an accurate representation of the testing progress for the current month; therefore, the Agency Sponsor Confirmation form will be disabled for the majority of the month during the task duration.*

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's progress testing report. I have reviewed and confirmed the accuracy of my agency's readiness and testing status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

[Privacy Policy](#) | [Report Abuse](#)

Figure 32: Agency Sponsor Confirmation

Progress Report Confirmation

Upon submission, a confirmation status will appear in the Progress Report Confirmation (Figure 33) section.

DEMO Progress Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
February 2026	Steven Fielder	floridapalm@myfloridacfo.com	02/24/26
January 2026	Steven Fielder	floridapalm@myfloridacfo.com	01/26/26

Figure 33: Agency Sponsor Confirmation Report