

FLORIDA PALM TRAINING

— Florida PALM End User Manual —

The first sections of the Florida PALM End User Manual (EUM) have been published to the Knowledge Center. The EUM is organized into sixteen chapters, which are primarily focused on the Business Process Groupings (BPGs). Each of the BPG chapters include a new BPG overview article, Complement Your Knowledge (CYK) articles, new Topic articles, and articles for each of the Activities (i.e., Process Steps). The new BPG and Topic articles bring together the details that have been published through the many pieces of information shared about Florida PALM functionality over the years. They provide more about the who, what, when, and why of the business process.



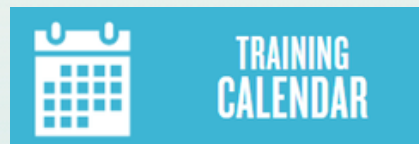
Many of the chapters are still being developed, but the following are published, and ready for end users:

- **Florida PALM Fundamentals** chapter
 - How Florida PALM Works
 - Accessing Florida PALM
- **Budget Management and Cash Control** chapter
- **Inter/IntraUnit Management** chapter
- **Appendices** chapter

— Training Resources —

The **Training Resources** section was published in the Knowledge Center. The landing page includes a Message Board providing periodic updates on training-related topics. There are currently two articles that highlight training resources available to agencies and what will be available in the coming weeks and months.

- **Key Aspects of Training on Florida PALM**
- **Project-Provided Training Materials and Learning Opportunities**



A Training Calendar is now available, listing upcoming training events and content publications. Agencies should attend events and use available content to supplement the agency-specific training occurring internally by agency training teams. Here's a preview of what is to come:

- Web-Based Trainings (WBT) – a waved approach to publishing in the People First LMS
- Working Sessions – weekly virtual meetings with Project Team members to work through understanding Florida PALM functionality
- Support Sessions – weekly virtual workgroups to support users in DW/BI Author roles in meeting agency self-service reporting needs
- In-person training events
- Publication dates for new EUM content

We hope you find these methods of information sharing helpful. The calendar will be updated as more information and events are added, so be sure to “Follow” this page for updates

FLORIDA PALM FUNDAMENTALS

The Florida PALM Team is hosting an in-person preview of the Florida PALM system to kick-start agency-training. **Florida PALM Fundamentals** is a four-hour session designed to provide an overview of key aspects of Florida PALM across the system. Agency Liaisons and UAT Coordinators were emailed about meeting details.



AGENCY READINESS CERTIFICATION #4

Agency Readiness Certification #4 Pulse Checks



Agency Sponsors have been asked to provide biweekly **Pulse Checks** leading up to their Agency Readiness Certification #4 in November. By completing these Pulse Checks, they can mitigate or correct issues, identify roadblocks, and share progress with the Project and Executive Steering Committee ahead of their vote to move forward with Florida PALM go-live. All Pulse Check Responses are being published on the Florida PALM website (under Agency Reporting, Readiness Certification) and shared in Executive Steering Committee meetings.

Sponsor Summit

A Sponsor Summit will be held October 21 with Agency Sponsors and their guests and will focus on Agency Readiness Certification #4 criteria. Sponsors are encouraged to attend and share their status, blockers, concerns, and critical pending items. As time permits, discussion will also include post-UAT activities, such as training and cutover.

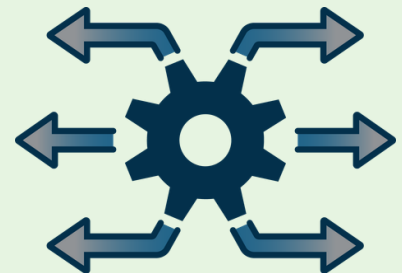


DEPLOYMENT PLANNING

The Deployment Planning article on the Knowledge Center continues to be updated. New information has been shared over the past few weeks, including:

- dates related to **CMS downtime**
- **Personnel/HR Processes During Downtime** section
- **PCard Use During Downtime** section
- sample communication for **agency vendors**
- a draft message to **HR Officers**
- link to the A&A Agency Addressed Memo No. 08 regarding key dates and activities impacted by cutover
- links to the A&A "Accounting System Upgrade Q&A" page
- **Q&A** page under Cutover and Deployment

 FOLLOW



If you haven't already, we recommend you subscribe to the article by clicking the Follow button to receive notifications any time there are updates.

NEW DASHBOARD SUMMARY



The “**Summary of Dashboards**” is a new way of viewing agency reporting. It pulls data from Agency Monthly Progress Reports and displays live data representing Interface Testing, UAT Execution, Training, and Project Management by agency. Data is updated nightly. The Risks and Issues will be updated each month after agency submission of their progress report. You can find this new Summary of Dashboards on the Florida PALM website on the Agency Reporting page.

USER ACCEPTANCE TESTING

UAT Refresh

The UAT environment underwent a data refresh in August, allowing agencies to continue testing for the remainder of UAT with updated data (Dry Run 2 data) and agency configurations. Agencies should now be exposing all end users to the UAT environment and Knowledge Center resources, as well as continuing to test agency processes in Florida PALM with their agency business systems and with enterprise systems.



Year-End Closing UAT

In-person UAT sessions were hosted in August and September for Year-End Closing activities. The topics covered included Financial Reporting and Carry Forward. Process steps, presentation materials and session recordings are available on the Knowledge Center, **UAT Communications** page.

Office Hours



Weekly UAT Office Hours will continue through the end of UAT with the last session scheduled for Friday, November 6. As always, Office Hours are meant to be an open dialogue between testers and the Project team to discuss questions, concerns, or to seek clarification. Remember to submit your Office Hours questions to **FloridaPALM@myfloridacfo.com** no later than the day before.

UAT CUSTOMER PORTAL

There is a new menu option on the Florida PALM Testing Customer Portal, designed specifically for Security Access Managers (SAMs). This provides a centralized location where all active SAMs can quickly access available actions and key information. The new “SAMs” section highlights essential information by bringing forms, data, and resources together in one convenient place, helping SAMs find what they need more efficiently. This update was released on August 15, 2026.

