ADVISORY COUNCIL MEETING

NOVEMBER 19, 2025

BLAISE INGOGLIA
CHIEF FINANCIAL OFFICER
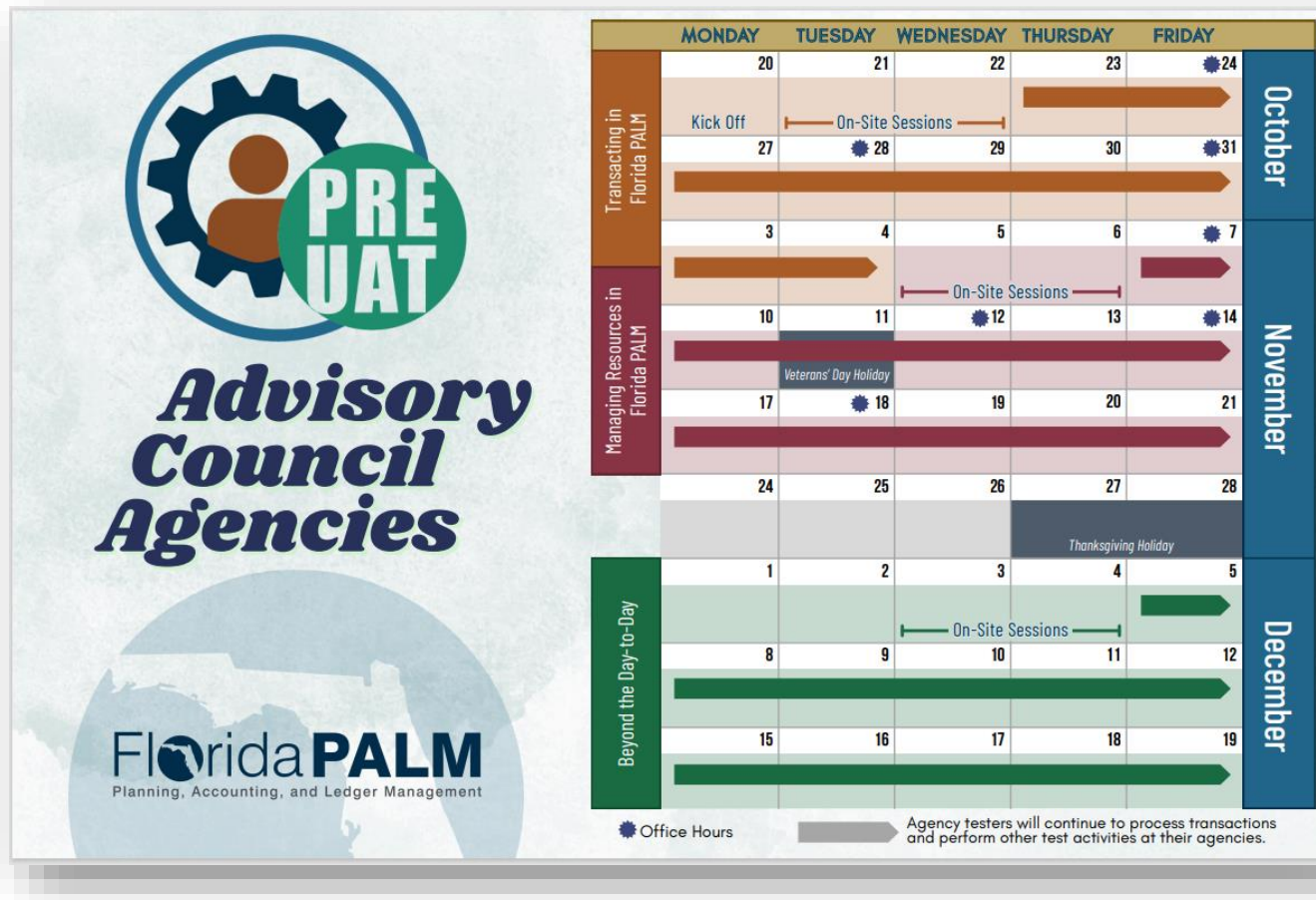STATE OF FLORIDA

Florida**PALM**
Planning, Accounting, and Ledger Management

USER ACCEPTANCE TESTING (UAT)

ANGIE ROBERTSON

Pre-UAT Progress

- ▸ Underway with two of three topic groupings:
  - ◦ Transacting in Florida PALM
  - ◦ Managing Resources in Florida PALM
- ▸ In-Person sessions held on 10/21 & 10/22 and 11/5 & 11/6
- ▸ Includes A&A and Treasury Testers
- ▸ Office Hours, logging of UAT Tickets, and access to the Pre-UAT SharePoint site allow for continued access to support from the Project team
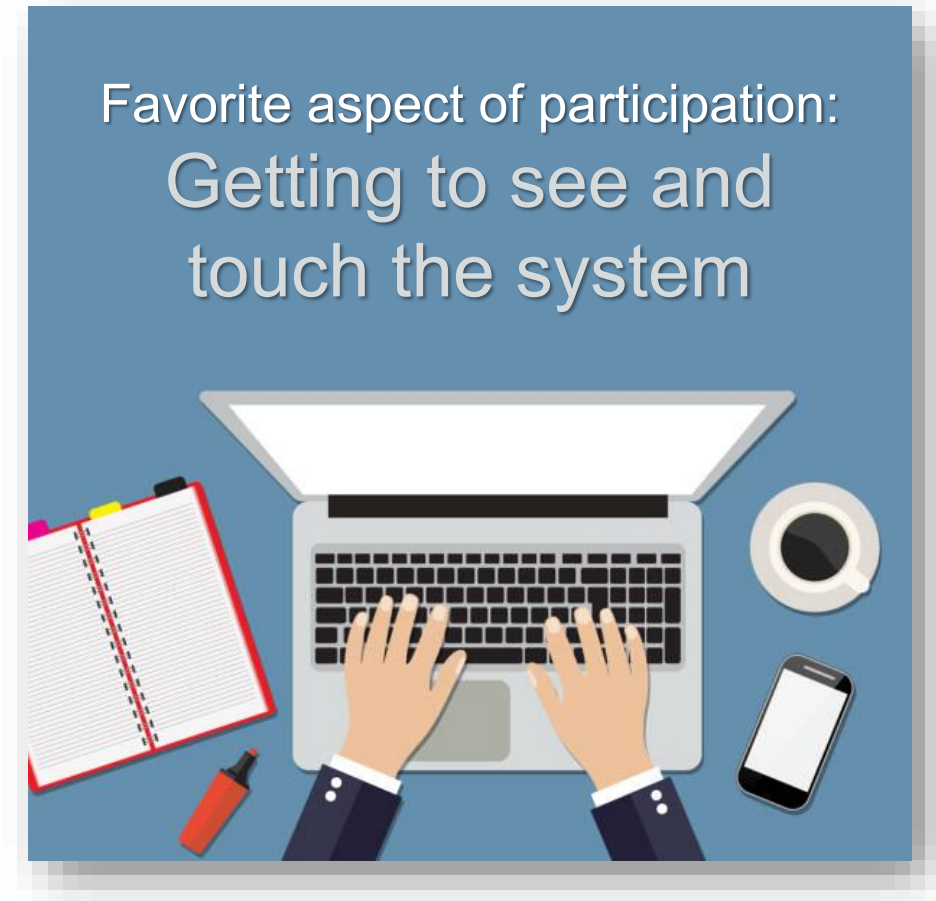- ▸ Access to the UAT Environment and testing will conclude on December 19

Pre-UAT Progress

Being a Pre-UAT Participant

- ▸ Learning Florida PALM
  - ◦ Spend time accessing resources (agency and Project provided) and testing
  - ◦ Share insights and engage others (e.g., SMEs, leadership, future end users)
- ▸ Preparing for UAT
  - ◦ Get to know your agency's UAT Plan
  - ◦ Gather and share information that will support expanding agency user engagement (e.g., support network and resources)

Pre-UAT Progress

▸ Survey conducted at the end of the first set of topics to gauge preparation and support

○ Generally, they felt prepared for sessions, but less so did they feel they had time to test

○ Overwhelmingly, they felt supported by the Project and their Agency

○ Looking towards UAT, there was some familiarity with the UAT Plan, but less use of their Agency's User Stories

Favorite aspect of participation:
Getting to see and touch the system

Pre-UAT Progress

▶ **What we see by analyzing stats:**
- Not everyone was getting to spend time in the system
- Some users were really testing and getting transactions posted
- Limited functionality was being tested
- Subset of agencies were logging tickets*
- Not all participants or agencies are attending Office Hours

▶ **Encouragement we provided as a group:**
- It may be overwhelming, but ask for help
- Make time to create volume and variation
- Leverage your resources
- Take your lessons learned and share them

*As of 11/18, 88 tickets have been submitted by 12 of 16 agencies;
3 are High Priority, 80 are Medium, and 5 are Low;
40% are DM, ~15% each for AMFR, BMCC, and IU

Pre-UAT Progress

- Topic Grouping 2 Survey Released Today
  - Questions around Time Commitment, Support, UAT Preparation
  - Final question around what additional topics the participant is interested in hearing more about during the remainder of Pre-UAT
- Final Topic Grouping (12/3-12/19)
  - December 3 & 4 Sessions In-Person at the Car Museum
  - Will include topics related to:
    - module to GL reconciliation
    - error research / resolution
    - other common tickets / questions

UAT Preparations

- *UAT preparation campaign through January*
  - Thursday Task Talks
  - PALMcasts
  - Flyers/Graphics
  - Sponsor Summit on 12/10

- *RW updates published through December*
  - Updated scope for Role Mapping task to be for initial end user load in UAT *(Due 12/19)*
  - Extended task to develop UAT materials *(Due 1/9)*
  - Updated dates for:
    - Readiness Certification #2 *(Due 1/9)*
    - Load of End Users in Agency Active Directory *(Due 1/9)*
  - New Task – Update UAT Plan *(Due 1/9)*

UAT Preparations

What do we know about UAT Full?

▸ All agencies will have access and for the end user base they determine – SOD conflicts will not be enforced until the refresh point

▸ End-to-end interface testing (Cycle 3) will begin at the same time only for ABS' that have completed Cycle 2 Interface Testing

▸ The Project will host in-person sessions, with the first being an IdP SME/SAM workshop on 1/27

▸ Project-hosted sessions will not include all end users, due to the size of end user base

▸ Each agency will need an approach to engaging their larger end user base

▸ Agency testers will be able to report issues using the UAT Customer Portal

▸ There will be a refresh point, which will make the environment unavailable for two weeks

What don't we yet know about UAT Full?

▸ Specific dates, times and topics and number of available seats – Pre-UAT is helping us with the approach

▸ The level of enterprise system integration

▸ The full batch schedule

UAT Preparations

How should agencies be preparing?

People	Processes	Technology	Data
• Mapping roles for initial UAT load • Completing UAT Prerequisite Training • Engaging Organizational Change Management techniques	• Preparing documentation for UAT – User Stories • Updating UAT Plan *(e.g., roll-out approach, contacts, tester readiness)*	• Completing Cycle 2 Technical Interface Testing • Confirming agency IdP SMEs add end users to agency's IdP	• Reviewing Mock 4 Results (shared in January) • Preparing supporting materials for testers

AMENDMENT 13 TIMELINE

JIMMY COX

Updated Testing Timeline – DRAFT – A13

As of November 20, 2025

FloridaPALM
Planning, Accounting, and Ledger Management

	2025						2026											January 2027
	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	

Contractor System Testing

State QA Testing

Ongoing Support *(Bug/Fix/Test; Regression Testing)*

Mock 2 Data — **Interface Cycle 2 – Technical Testing** — *INT Environment*

Contingency

★ SG4 – 11/18
★ SG5 – 12/16
★ SG6 – 1/4

Enterprise Partners

Special Handling, Agencies, 3rd Parties

Agency Readiness Cert 1 – 7/18
Agency Readiness Cert 2 – 1/9
Agency Readiness Cert 3 – 6/26
Agency Readiness Cert 4 – 11/6

★ SG7 – 1/11

6/30 Workbooks Open
10/30

End User Role Mapping (All)

Agency and Project Pre-UAT Preparation

Mock 3 Data **Pre-UAT** *UAT Environment*

UAT Prep ▲ *UAT Refresh*

Mock 4 Data ◁MEC▷ **All Agency UAT** *(2/2– 11/6)* ▲ *UAT Refresh* *Dry Run 2* ◁YEC▷ *UAT Environment*

UAT Environment available for all end-users and agency business system testing

Mock 4 Data **Interface Cycle 3 – End-to-End Testing** *(2/2– 10/2)* *UAT Environment*

Contingency

★ SG3 – 1/21

◆ Mock 3 Run (7/6)
◆ Mock 4 Run (11/8)

Full Batch

DR1 Run 3/15 — End by 5/1
DR2 Run 7/13 (Pay 6/22) — End by 8/7
DR3 Run 9/28 — End by 10/16
DR4 Run 11/16 — End by 12/11

Workbooks Open

Config Refresh for Mock 4

3/2
6/30 Workbooks Open
9/11
10/30

Payroll Parallel Testing
BWKLY 1 – 1/4/26
MNTHLY1 – 1/21/26
BWKLY 2 – 3/15/26 (DR1)
MNTHLY2 – 6/22/26 (DR2)

Contingency

Deployment

Cutover

WALK ON TOPICS

CONTACT US

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FloridaPALM@myfloridacfo.com)

PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://www.myfloridacfo.com/floridapalm/)

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://myfloridacfofloridapalm.us.document360.io)