

Date	January 21, 2026	Time	10:00 a.m. – 12:00 p.m.
Location	First District Court of Appeal		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Amy Barrow (DOR); Stephanie Cabrera (FLHSMV); Ramon Evans (APD); Lyndell Francis (DBPR); Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH); Jim Lewandowski (FDACS) ; Tanya Maphis (FWC); Nona McCall (JAC); Mike Moore (FDLE) ; Cheryl Morgan (FDOT); Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); Mary Sweat (DCF) ; Alexandra Weimorts (DFS) Facilitators: Canopy One Representatives; Jimmy Cox (DFS); Robert Herron (DOH); Angie Robertson (DFS)		
Related Documents	Presentation		

<i>Topic</i>	<i>Facilitator(s)</i>
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
Canopy One Presentation on Agency UAT Support	Canopy One Representatives
User Acceptance Testing	Jimmy Cox Angie Robertson
Walk-on Topics	All
Closing Remarks	
Reminders and Action Items	Robert Herron

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron opened the meeting with roll call of the Advisory Council (Council) members and welcomed the group. A representative was present in place of the Advisory Council member for DCF, FDACS, FDLE.

Canopy One Presentation

Facilitated by Canopy One Representatives

Canopy One was selected to fulfill the Proviso requirement of procuring agency support during User Acceptance Testing. The Canopy One team shared an overview of their purpose and expected outcomes. Standardization and traceability through automation in testing across agencies is their key goal. They discussed their plan for achieving their goal, including a timeline and agency engagement. The Council asked for clarification on what was being automated. Canopy One and Mr. Jimmy Cox confirmed the automation is for testing agency business processes in UAT and future system upgrades and would not affect how agencies will interact within Florida PALM directly. Additionally, automation tools will only be recommended, not required, in order to reduce manual testing and expedite test execution.

User Acceptance Testing

Facilitated by Jimmy Cox, Angie Robertson

Mr. Cox shared the preparation activities underway for All Agency UAT. Agencies submitted their Agency Readiness Certification #2 to which Ms. Angie Robertson will discuss later in the presentation. Those results will also be discussed with the Executive Steering Committee (ESC) in this afternoon's meeting before taking a voting action on Stage Gate 3 – Ready to Begin User Acceptance Testing.

Interface Testing will occur in the UAT environment but is not a condition of Stage Gate 3. Where testing has been completed, interfaces for agency business systems, enterprise systems, and third-party systems will be included in the UAT environment. For systems and interfaces that are not ready, they will be added into the UAT environment to conduct Interface Cycle 3 testing approximately two-weeks after completing Cycle 2.

Ms. Robertson elaborated on the Agency Readiness Certification #2 submitted by Agency Sponsors. She highlighted agencies have an overall greater confidence level than Certification #1 especially in People, Processes, and Data. Equal growth was seen in "high" and "low" confidence levels for Technology. Generally, agencies are feeling moderately confident heading into UAT. Mr. Fielder asked the Council if anyone felt UAT should not begin, to which they all agreed it should begin.

A UAT Timeline was displayed, detailing the timing of Project-hosted sessions, agency-hosted sessions, a data refresh, Interface Cycle 3 – End-to-End Testing, and UAT support from the Project. During this time, agencies will be responsible to maintain their configuration workbooks, maintain their IdP configurations, update role mapping workbooks as necessary, and perform data cleansing. The [Timeline](#) is published on the Knowledge Center. The Knowledge Center will be used as the main form of communication for UAT. Those participating in Project-hosted sessions, UAT Coordinators, and UAT support roles should "follow" the [UAT Communication](#) page to be notified of new information.

Ms. Robertson reviewed all UAT support roles, discussed the upcoming UAT Kick-off sessions, and what to expect on February 2, when All Agency UAT begins. She emphasized that the testers must know their UAT support contacts. Mr. Cox noted the top two tickets currently in production are a) the tester was not assigned the correct role, and b) the tester did not exist in the agency IdP security group. Agencies must provide testers their support network to troubleshoot their issues and log necessary error tickets. Agencies also need to provide testers with agency-specific materials, such as User Stories and ChartField Combinations and make sure the appropriate people are registered in the UAT Customer Support Portal.

During UAT agencies will be attending Project-hosted sessions, executing user stories/test scenarios, completing progress reports, logging tickets in the Customer Testing Portal, progressing through end-to-end testing with agency business systems, and updating agency documentation. She noted agencies must maintain role mapping worksheets for any role changes, including resolving Separation of Duties (SOD) conflicts by June 26, 2026. Ms. Robertson reminded the Council that their experience in Pre-UAT should be shared with testers to help them prepare. She walked through key lessons learned with the Council with the expectation they will share with their testers. Ms. Robertson and Mr. Cox stressed the importance of having a mitigation plan for when testers experience difficulty, uncertainty, errors, and fatigue.

The public asked about when payroll pre-materials will be published. Mr. Cox said it would be published before February 9 when Payroll UAT sessions begin. He stated the process of how payroll is conducted is not changing very much. Each of the four UAT Payroll sessions will be different content. The [Florida PALM website](#) has details to help agencies understand who to send. Ms. Tiffany Porter answered Council questions about what to expect in Payroll sessions.

The Council asked if reports would be added to the Knowledge Center where indicated “reports coming soon”. Mr. Cox said additional content is being added in the Knowledge Center regularly and that the DW/BI reports would be available for testing in the UAT environment.

The Council asked about environment versioning. Mr. Cox explained there is no versioning; instead, the UAT environment will be updated throughout the week. After tickets are submitted and error corrected, they will be assigned back to the agency to retest.

Mr. Cox concluded with encouraging reminders as agencies begin All Agency UAT.

Closing Remarks

Facilitated by Robert Herron

The next Advisory Council meeting will be held on March 25, as the February meeting is cancelled due to the Project-hosted in-person UAT sessions. Mr. Herron adjourned the meeting.