

FloridaPALM

Planning, Accounting, and Ledger Management





Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory documenting data elements your agency currently uses and how they are being u
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how you currently manage data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Re document each of current systems technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and designate support contacts.
330	People	Update Authorized System Users	Review, update and confirm all user access to all Florida T resources.
331	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to provide a status report on the agency to the project sponsor.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk Florida PALM implementation.
333	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific needs to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

AUGUST 22, 2024



Agenda

➤ Task Spotlight

- 549 – Submit Training Survey
- 536-B – Create Agency Specific User Acceptance Testing Plan

➤ Reminders

- A Look Ahead: Releasing Soon
- Coming Due Soon
- Project-Led Meetings
- Knowledge Center Updates

➤ Questions



Task Spotlight

549 Submit Training Survey

Due September 20, 2024

- ▶ Updated Training Approach
 - ▶ End User Training is a shared responsibility
 - ▶ Project developed training will incorporate the **Read It, Watch It, Do It** methodology
 - ▶ The Project will:
 - ▶ Provide materials for UAT and end user training
 - ▶ Offer a Train-the-Trainer Program
 - ▶ Develop an End User Manual in the Knowledge Center
 - ▶ Host Instructor-led and Instructor-facilitated training
 - ▶ Provide web-based training and self-study materials
 - ▶ Facilitate User Support Sessions after go-live



Read It

- End User Manual
- Job Aids
- Step-by-step Guides



Watch It

- Functionality Demos
- How-to Videos



Do It

- Instructor-led Training
- Instructor-facilitated Training
- Practice in UAT



Task Spotlight

549 Submit Training Survey

Due September 20, 2024

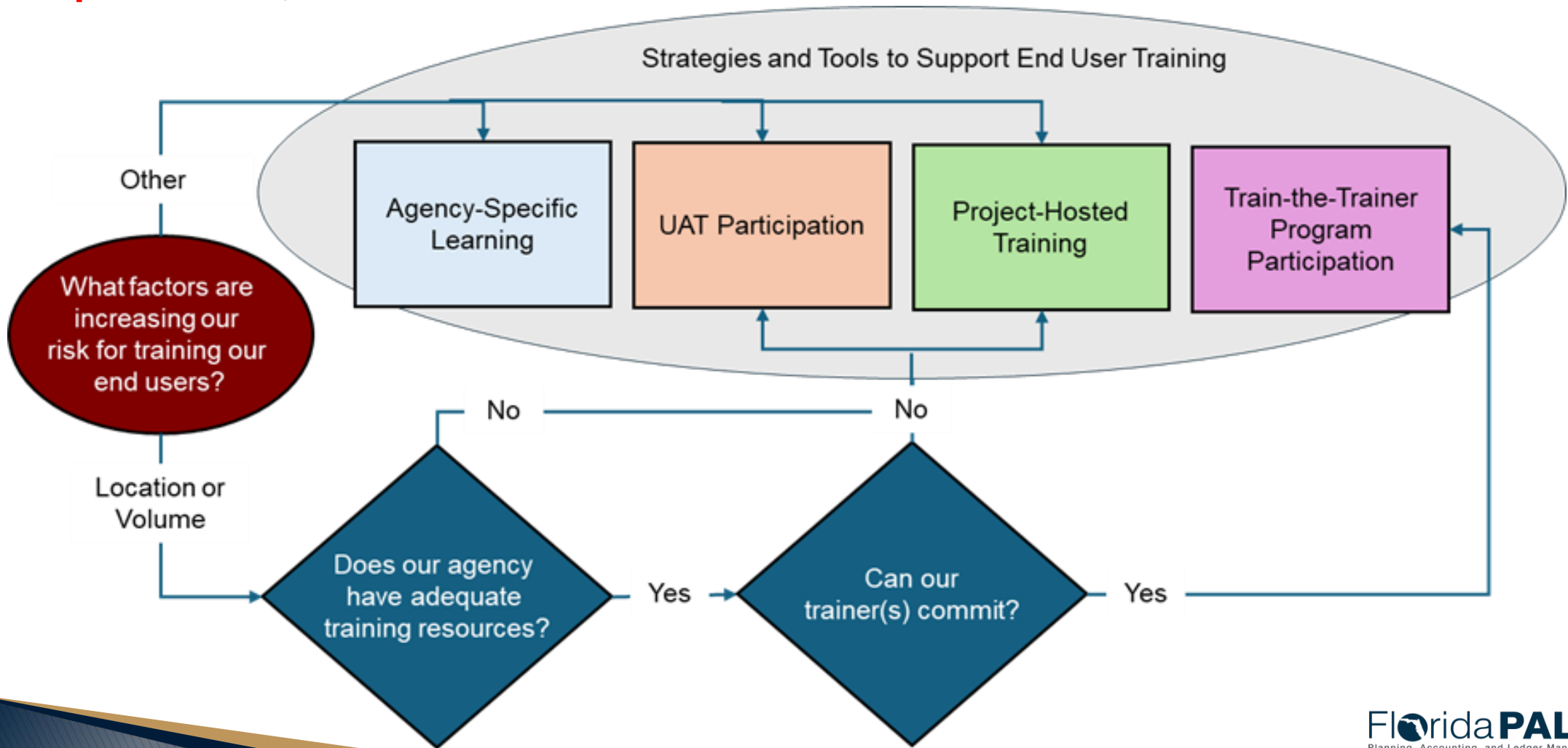
- ▶ Agencies are asked to express a desire to participate in a Train-the-Trainer program, based on their assessed “need” and “commitment”
- ▶ What are key aspects of Train-the-Trainer (TTT)?
 - A *potential* risk mitigator for agencies regarding training of their end users
 - Provides the opportunity for agency trainers to become Florida PALM co-trainers for Instructor-led training
 - Participants will be required to complete TTT program and co-train with Project trainers
 - TTT is an optional program. **Agencies who choose not to participate will still have access to all Project-provided end user training.**
 - Participation in the TTT program will not prepare agencies for delivering agency-specific training nor will it provide early access for end users to Florida PALM training.



Task Spotlight

549 Submit Training Survey

Due September 20, 2024



Task Spotlight

536-B Create Agency Specific User Acceptance Testing Plan

Due October 11, 2024

	Subtask Objectives	Planned Dates
536-A	536-A will require agencies to establish their testing objectives, scope, key activities and their agency roles and responsibilities.	June 17, 2024 – Aug. 16, 2024
536-B	536-B will require agencies to identify key components of test execution including test management.	Aug. 19, 2024 – Oct. 11, 2024
536-C	536-C will require agencies to confirm their business processes to be tested and to identify UAT success criteria.	Oct. 14, 2024 – Dec. 13, 2024



Task Spotlight

536-B Create Agency Specific User Acceptance Testing Plan

Due October 11, 2024

Updated UAT Approach



		2025								
		4	5	6	7	8	9	10	11	12
Online Transactions	Project-Hosted SME Testing	FIN/PAY/DW Lifecycle							Year End	Agency Readiness Stage Gate Preparation and Finalization
	Agency-Led Expanded End User Testing				FIN/PAY/DW Lifecycle					
	UAT Finalization									
	Enterprise Partners	Users			Systems			Year End		
	Project-Hosted Training									
	Agency-Specific Training and End User Practice in UAT Environment									

Env. Refresh from Mock 4



Task Spotlight

536-B Create Agency Specific User Acceptance Testing Plan

Due October 11, 2024

Updated UAT Approach

- ▶ UAT Execution - Project Responsibilities:
 - Support agency testing activities by providing in-person and virtual assistance, answering questions, providing process input and overall encouragement to agency testers;
 - Develop and share testing materials;
 - Allow agency access to the testing environment; and
 - Provide the ability for agencies to report and track testing errors.



Task Spotlight

536-B Create Agency Specific User Acceptance Testing Plan

Due October 11, 2024

Updated UAT Approach

- ▶ UAT Execution - Agency Responsibilities:
 - Identify and prepare agency testers
 - Manage agency testing logistics
 - Identify agency-specific testing scenarios and gather examples and supporting materials
 - Validate testing data and track data changes
 - Track and report progress of agency testers and testing efforts
 - Manage and report testing errors
 - Coordinate testing activities, internal and external communication, and changes to agency business systems



Task Spotlight

536-B Create Agency Specific User Acceptance Testing Plan

Due October 11, 2024

Subtask Task Elements

1. Review the updated UAT Approach
2. Continue developing your UAT Plan, with the addition of the following:
 - a. Testing Participants
 - b. Logistics of Agency-Led UAT Sessions
 - c. Materials that the agency will need to develop
 - d. Management of testing data
 - e. How the agency will track testing progress
 - f. Management of testing errors
 - g. Testing coordination and critical roles
3. Continue to log your UAT questions



Sneak Peak – Releasing Next Week

August 26

- 541-C – Complete Configuration Workbooks for Segment IV - Payroll (PR) and SpeedKey
- 550 – Confirm Receipt and Distribution of MFT Credentials
 - Will require agencies to share agency public IP address in the first week
 - File Managers will be required to participate in a meeting with Project Technical Team to receive credentials and access MFT server
- 546 Addendum – Update Florida PALM Interface Inventory for Segment IV
 - If agency has selected to use API002, indicate if it will be used to create Single Pay Vouchers



Reminders: Coming Due Soon

4 Week Look Ahead

August 23

- ✓ 545-B - Update and Finalize Florida PALM Conversion Inventory for Segment IV – Projects (PCC001)

August 29

- ✓ 539 - Manage Agency-specific Implementation Schedule, Risks and Issues

September 6

- ✓ 541-A – Complete Configuration Workbooks for Segment IV - Project Costing
- ✓ 541-B – Complete Configuration Workbooks for Segment IV - Cash Management

September 10

- ✓ 551 – Submit Bimonthly Agency Readiness Status Report

September 20

- ✓ 549 Submit Training Survey



Reminders: Upcoming Project-Led Meetings

- Upcoming Design Workshops (Location: Tallahassee State College)
 - August 27-29 – Payroll Management
 - September 10 – Carry/Certified Forward
 - September 11-12 – Cash Checking, Financial Statement & Budget Close
- Testing Town Hall – September 17

Design Meetings

A series of meetings to review business process models and final designs



Reminders:

Knowledge Center Updates

- Within the Reports, Conversions, and Interface catalogs, added column to the tables on each page titled “As of Date”.
- This includes the date upon which the article was either initially "published", last "updated", or indication that the layout is pending release.

Accounts Payable Module Interfaces

ID	Interface Name	Interface Description	As of Date
Inbound Interfaces			
API030	Inbound Authorized Bank Titles	Inbound interface containing valid financial institution routing numbers along with names to be matched against the supplier file from the US Federal Reserve.	Published 12/01/2023
API026	Inbound DOR Supplier Levy Flag	Inbound interface containing a list of suppliers who have a levy against them by DOR.	Published 12/01/2023
API006	Inbound Payment Cancellation	Inbound interface containing payments for cancellation.	Published 12/01/2023
API129	Inbound Retiree Payment Load	Inbound interface to load retiree payments as AP vouchers as well as remittance information that is stored on the voucher Payments page.	Updated 06/04/2024
API127	Inbound Retiree Supplier Load	Inbound Interface containing retiree banking information for prenote and payment purposes.	Published 03/12/2024
API015	Inbound Supplier Load	Inbound interface containing new and modified suppliers from various external systems.	Published 03/12/2024
API002	Inbound Voucher Load	Inbound interface containing invoice data from external systems to load regular, <u>Single Payment Vouchers</u> , and <u>Adjustment Vouchers</u> .	Updated 07/16/2024
API041	Inbound Voucher Spreadsheet Upload	Inbound interface to load voucher information via spreadsheet (Excel) upload.	Updated 07/11/2024
API016	Inbound W-9 Updates	Inbound interface containing supplier W-9 information.	Published 03/12/2024



Questions?



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