

FloridaPALM

Planning, Accounting, and Ledger Management

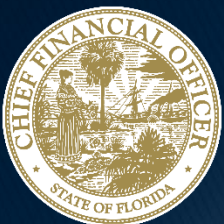


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current 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 additional support contacts.
	People	Update Authorized Signatory Users	Review, update and confirm authorized signatory access to all Florida PALM resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly report, in the Project Health Report, detailing the agency's progress in the project and impact on the agency's financial and operational performance.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
		Create Webinars Headlines Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific tasks to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

APRIL 10, 2025



Agenda

➤ Task Spotlight:

- 576 Addendum – Complete System Test & Remediation to Prepare for Cycle 2
- 560 – Change Analysis
- Upcoming Risk & Issue Log Updates

➤ Reminders



576 - **Addendum** – Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing

Due 4/11/2025 (7/25/2025)

Associated ABS Sending / Receiving File	Florida PALM Interface	Interface Description	Functional Testing Contact(s)	Technical Testing Contact(s)	Other Impacted Agency Business Systems (if any)	Test Cases Identified	When will you be ready for Cycle 2 Testing?	Cycle 2 Test Readiness Status	Comments
						<input type="checkbox"/>			
						<input type="checkbox"/>	No Longer Needed		
						<input type="checkbox"/>	Before August 2025		
						<input type="checkbox"/>	August 2025		
						<input type="checkbox"/>	September 2025		
						<input type="checkbox"/>	October 2025		
						<input type="checkbox"/>	Other Date		

- Previous Anticipated Readiness Date column has been removed. A new column titled “When Will You Be Ready for Cycle 2 Testing?” has been added.
- Provide and maintain status in Cycle 2 Test Readiness Status



560 – Submit Change Analysis Tool

DUE 5/2/2025

- CAT Report added as a resource to identify any missing or needed Activities in your Change Analysis Tool worksheets

Change Analysis				
<div><div></div><div>Actions ▾</div><div></div></div>				
	Name	Sharing	Owner	Last Update
<input type="checkbox"/>	DFS BPG/Change Analysis Cross Reference	Workspace	Florida PALM	04/08/25
<input checked="" type="checkbox"/>	DFS CA Selections as of 4/8/2025@3:42:57 PM	Workspace	Florida PALM	04/08/25

Topic Name	Do You or Will You Perform this Activity?	ErrorMsg
Initiating, Approving, and Executing Asset Transfer Requests		Activity not selected from Activity dropdown
Processing Journals		Activity not selected from Activity dropdown
Managing Direct Journal Deposits		Missing: Do You or Will You Perform this Activity?
Processing Bank Cash Transfer		Activity not selected from Activity dropdown
Managing Bank Accounts		Missing: Do You or Will You Perform this Activity?
Processing Carry/Certified Forward Payables and Voucher		Activity not selected from Activity dropdown
Creating, Loading, and Managing Paysheets		Missing: Do You or Will You Perform this Activity?



Upcoming: Risk and Issue Log Updates

➤ Planned enhancements:

- Eliminating the separate “manage risks and issues” task
- Expand the available fields of information (e.g., trend, dates)
- Clarify the purpose for each field
- Conditional formatting to help identify stale information

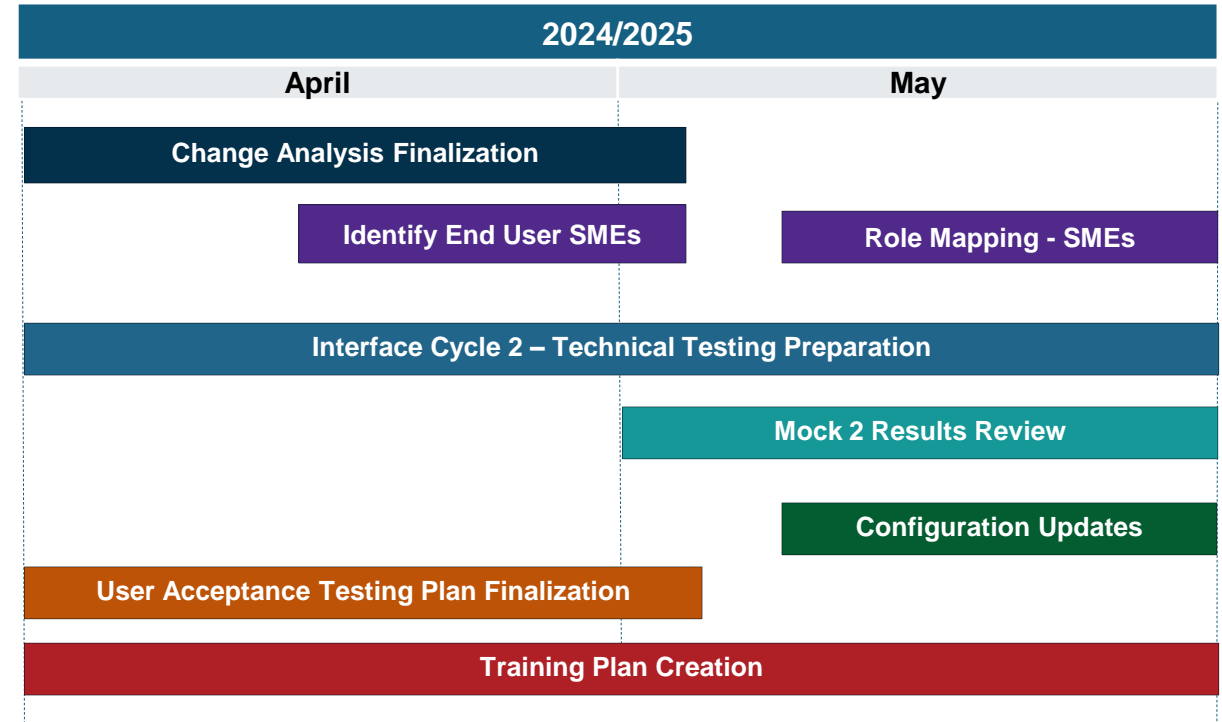
➤ Guidance and new worksheets to be available early next week

- Current logs will be archived for review
- Start reviewing to determine which valid risks and issues should be populated in the updated worksheets



Next Couple of Months

Type	April	May
Processes	<ul style="list-style-type: none"> Change Analysis 	<ul style="list-style-type: none"> Change Analysis Finalization
Workforce Readiness	<ul style="list-style-type: none"> Identify End User SMEs 	<ul style="list-style-type: none"> Identify End User SMEs Role Mapping – SMEs
ABS / Interface	<ul style="list-style-type: none"> Interface Cycle 2 – Technical Testing Preparation 	<ul style="list-style-type: none"> Interface Cycle 2 – Technical Testing Preparation
Conversions		<ul style="list-style-type: none"> Mock 2 Results Review
Configuration		<ul style="list-style-type: none"> Configuration Updates for Mock 3
UAT	<ul style="list-style-type: none"> UAT Plan 	<ul style="list-style-type: none"> UAT Plan Finalization
Training	<ul style="list-style-type: none"> Training Plan Creation <i>FL[DS] CoLab on Training Plans</i> 	<ul style="list-style-type: none"> Training Plan Creation





Questions?

Maple!



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KNOWLEDGE CENTER

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