

FloridaPALM

Planning, Accounting, and Ledger Management

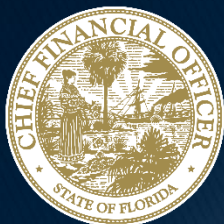


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access 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 the monthly report, in the Project Health Report, detailing the agency's progress in the project.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
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THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

NOVEMBER 6, 2025



Agenda

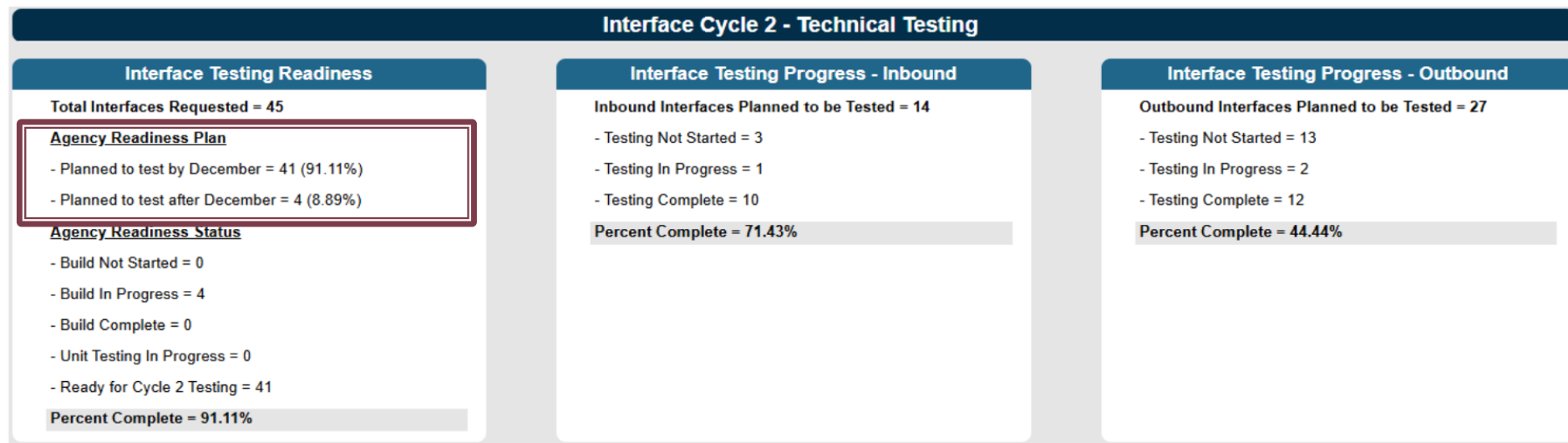
- ▶ Task Spotlight
- ▶ Mock Conversion 4
- ▶ UAT Readiness
- ▶ Task Reminders
- ▶ Questions



Task Spotlight

Monthly Progress Report Dashboard Update

- ▶ Cycle 2 Interface Testing duration extended to December
- ▶ Interface Test Readiness > Agency Readiness Plan Section Update –
 - Updated section to indicate readiness by or after December (previously October)
 - Data pulls from <Agency> *Interface Test Planning* worksheet in Smartsheet



Task Spotlight

Monthly Progress Report Dashboard Update

- ▶ Updates to <Agency> *Interface Test Planning* worksheet
- ▶ Action required for any interfaces that are not currently in a status of 'Ready for Cycle 2 Testing'
 - Update the 'When Will You Be Ready for Cycle 2 Testing?' column
 - New options are available for November or December 2025
 - If 'Other' is selected, indicate dates in Comments



Mock Conversion 4

6

Upcoming Dates in PREPARATION FOR **MOCK 4**

WEDNESDAY, OCTOBER 29

The Project closes the following workbooks:

- AM
- GL
- AP
- Org Security Rule
- SM
- PC
- KK
- PCC001

WEDNESDAY, NOVEMBER 5

The Project closes the following workbooks:

- PR
- Speedyeg
- Conversion Mapping

FRIDAY, NOVEMBER 7

Agencies complete Data
Cleansing for Mock
Conversion 4

SUNDAY, NOVEMBER 9

The Project pulls the data
from FLAIR for Mock
Conversion 4.



- Workbooks have a hard close and will be **LOCKED** from editing at 6 p.m. on day of close. **Late submissions will not be accepted.**
- Be sure to clear all error messages and conditional formatting errors prior to workbook close.
- Items that remain in error will not be loaded for Mock Conversion 4 and will not be available at the start of UAT.
- Workbooks will remain locked/closed in November for maintenance.



UAT Readiness

What do we know?

- ▶ All agencies will have access to UAT Full, planned to begin in February
- ▶ Agency and Enterprise will perform End-to-End testing
 - ABS' that have completed Cycle 2 Interface Testing will be included
 - Full Batch Schedule
- ▶ Project-facilitated testing sessions and office hours will be held, including IdP SME/SAM workshop before the start
- ▶ Mock 4 Data (data as of 11/7) will be the source for the start of UAT
- ▶ An environment refresh (timing TBD) will be performed during the multi-month UAT, which will include a secondary Role Mapping load
- ▶ Agencies will report issues using the UAT Customer Portal



UAT Readiness

What should you be doing to prepare?

- ▶ Consider the best way to roll out UAT at your agency:
 - SMEs vs End Users
 - Location and volume of End Users
 - Agency organization and culture
 - New task coming! Update UAT Plan (releasing in December)
- Refine / finalized your User Stories:
 - Task 574 to be extended into January
 - Be sure to capture all variations of your business functions and link to an Activity on the Topics and Activities list
 - UAT Process Steps are organized by Activity
 - Agencies will be required to report testing progress based on Activity
 - Pre-UAT 'A-Ha' – Ensure testers have valid data and ChartField strings



UAT Readiness

What should you be doing to prepare?

- ▶ Refine / finalize Role Mapping:
 - Task due date remains 12/19
 - Secondary end user load will be completed at data refresh
 - SOD conflicts will be permitted during first portion of UAT
 - A&A must approve SOD conflicts prior to secondary end user load
 - Agency SAMs and IdP SMEs can update/add additional users in UAT
 - Determine which users should be loaded for February
 - Role Mapping Worksheet to be updated next week – UAT Load Indicator



Reminders: Task Due Dates

Friday, November 7

- ✓ 587A – Complete Data Cleansing Based on Mock Conversion 3

Monday, November 10

- ✓ 627 – Submit Bimonthly Agency Readiness Status Report

Tuesday, November 25

- ✓ 667 – Submit Monthly Progress Report - Testing

Friday, December 19

- ✓ 573B – Complete and Submit End User Role Mapping Worksheet

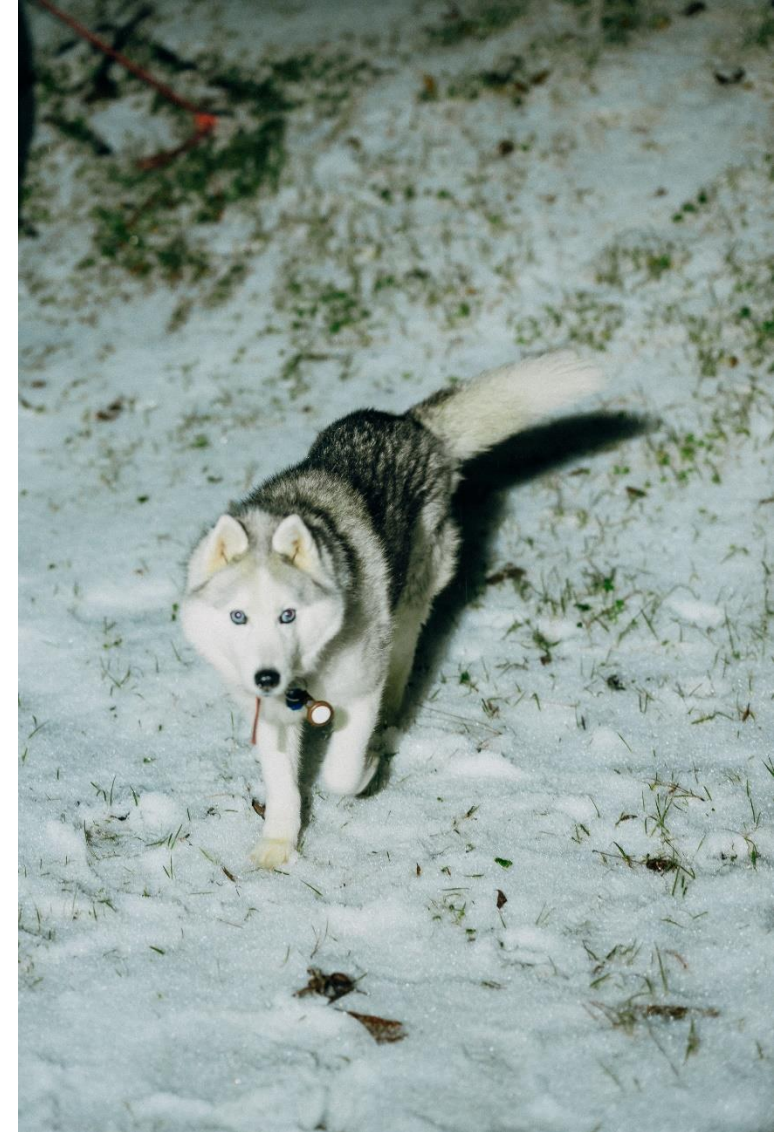
A Sponsor Summit is being planned for December 10th



Questions?



STORM!



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