

FloridaPALM

Planning, Accounting, and Ledger Management

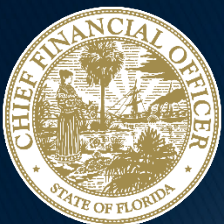


Due Date	Task ID	Critical Operational Element	Task Name	Task Description
12/09/22	324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements inventory document detailing data elements your agency currently uses and how they are being used.
01/17/23	325	Processes	Complete 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.
01/17/23	326	Technology	Update Current State Agency Business Systems	Review and update the current Agency Business Systems. Record the current state of each system's technical design for each system.
01/17/23	327	Data	Complete Reports Inventory	Complete and submit the Reports inventory documenting all agency FLAIR reports.
01/17/23	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.
05/22/23	329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.
05/22/23		People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida PALM resources.
05/22/23		N/A	Submit Monthly Agency Status Report	Agency Sponsor to confirm and submit monthly status report, in the Project, to the agency's sponsor, detailing work on the agency to project impact, especially for the implementation of Florida PALM.
09/11/23	500		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
09/11/23	501	N/A	Create Agency Specific Risks and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
09/11/23	502	N/A	Create Agency Specific Risks and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
09/11/23	503	People	Create Workforce Headlines Plan	Create a plan to identify and engage impacted stakeholders within the agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

NOVEMBER 13, 2025



Agenda

- ▶ UAT Readiness
 - Role Mapping
 - RW Task Updates
- ▶ Task Reminders
- ▶ Questions



Preparing for UAT



*UAT for all agencies
is planned to begin
in February!*



What are key elements of UAT that could affect agency planning?

- ✓ Limited Project-facilitated in-person sessions and office hours
- ✓ 11 months of access to the UAT environment
- ✓ Mock 4 data loaded for the start of UAT
- ✓ A data refresh (TBD) during the multi-month testing period
- ✓ End-to-End Testing with agency and enterprise business systems
- ✓ Full batch schedule for testing

UAT Readiness

Readiness Activities

People

- Role Mapping for initial UAT load
- Completing UAT Prerequisite Training
- Organizational Change Management

Process

- Preparing Documentation for UAT – User Stories
- Update UAT Plan

Technology

- Completing Cycle 2 Technical Interface Testing
- Agency IdP SMEs Add End Users to Agency's Identity Provider

Data

- Reviewing Mock 4 Results (shared in January)
- Prepare supporting materials for testers



Determine Your Role Mapping Approach

Role Mapping Worksheet update coming next week!

“Initial UAT Load” column will be added to indicate users to be included for the first portion of UAT.

Preparing for UAT

Role Mapping Your End Users

RW Task 573-B Complete and Submit End User Role Mapping Worksheet is due December 19.



Choose your path!

Roll Out Approach



Your agency can choose to role map a *limited number* of end users to begin in February. During the mid-point data refresh, the remaining end users would be role mapped.

All end users would be in the UAT environment after the mid-point data refresh.

Regardless of your path, agency IdP SMEs and SAMs can update or add testers in UAT if needed.

All In Approach

Your agency can choose to role map all end users and allow them all into the UAT environment in February.



All Separation of Duties (SOD) conflicts must be resolved or approved by A&A by the mid-point data refresh.

Learn more about SOD conflicts in the [Knowledge Center](#), the [End User Role Conflict Matrix](#), and the [Role Conflicts KYCI](#).



UAT Readiness

RW Updates to Prepare for UAT

- ▶ The following currently active tasks were updated:
 - **573-B – Complete and Submit End User Role Mapping Worksheet** – the task name and description were updated to clarify the submission is for the first end user load into the UAT environment.
 - **574 – Prepare Documentation for User Acceptance Testing** – the due date has been extended to 01/09/26.

- ▶ The following tasks that were previously in a delayed status were updated:
 - **592 – Agency IdP SMEs Add End Users to Agency's Identify Provider** – the start and ends dates were added as 12/08/2025 – 01/09/2026. The task description was also updated to clarify the submission is for the first end user load into the UAT environment.
 - **606 – Update Agency Readiness Certification #2** – the start and end dates were added as 12/15/25 – 01/09/26
 - Criteria for Certification #2 will be updated to align to the start of UAT.



UAT Readiness

RW Updates to Prepare for UAT

- ▶ The following new task was added:
 - **688 – Update UAT Plan** – a new task was added to align your Agency UAT Plan with the updated UAT Approach. The start and end dates are 12/08/2025 – 1/09/2026.
 - UAT Plan Considerations
 - UAT Roll-Out Approach – who, what, where, when, how?
 - Update UAT Contacts – UAT Coordinator, SMEs, Testing Error Triage Team, SAMs and IdP SMEs
 - Tester Readiness – Organizational Change Management approach, testing materials



Reminders

Current Tasks Due Dates:

Tuesday, November 25

- ✓ 667 – Submit Monthly Progress Report - Testing

Friday, December 19

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

Friday, January 9

- ✓ 574 – Prepare Documentation for User Acceptance Testing

Tasks Not Yet Released:

Friday, January 9

- ✓ 592 – Agency IdP SMEs Add End Users to Agency's Identify Provider – **Release December 8**
- ✓ 606 – Update Agency Readiness Certification #2 – **Release December 15**
- ✓ 688 – Update UAT Plan – **Release December 8**

A Sponsor Summit is being scheduled for December 10th



Questions?



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