Florida PALM

Planning, Accounting, and Ledger Management

BLAISE INGOGLIA
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

DECEMBER 18, 2025

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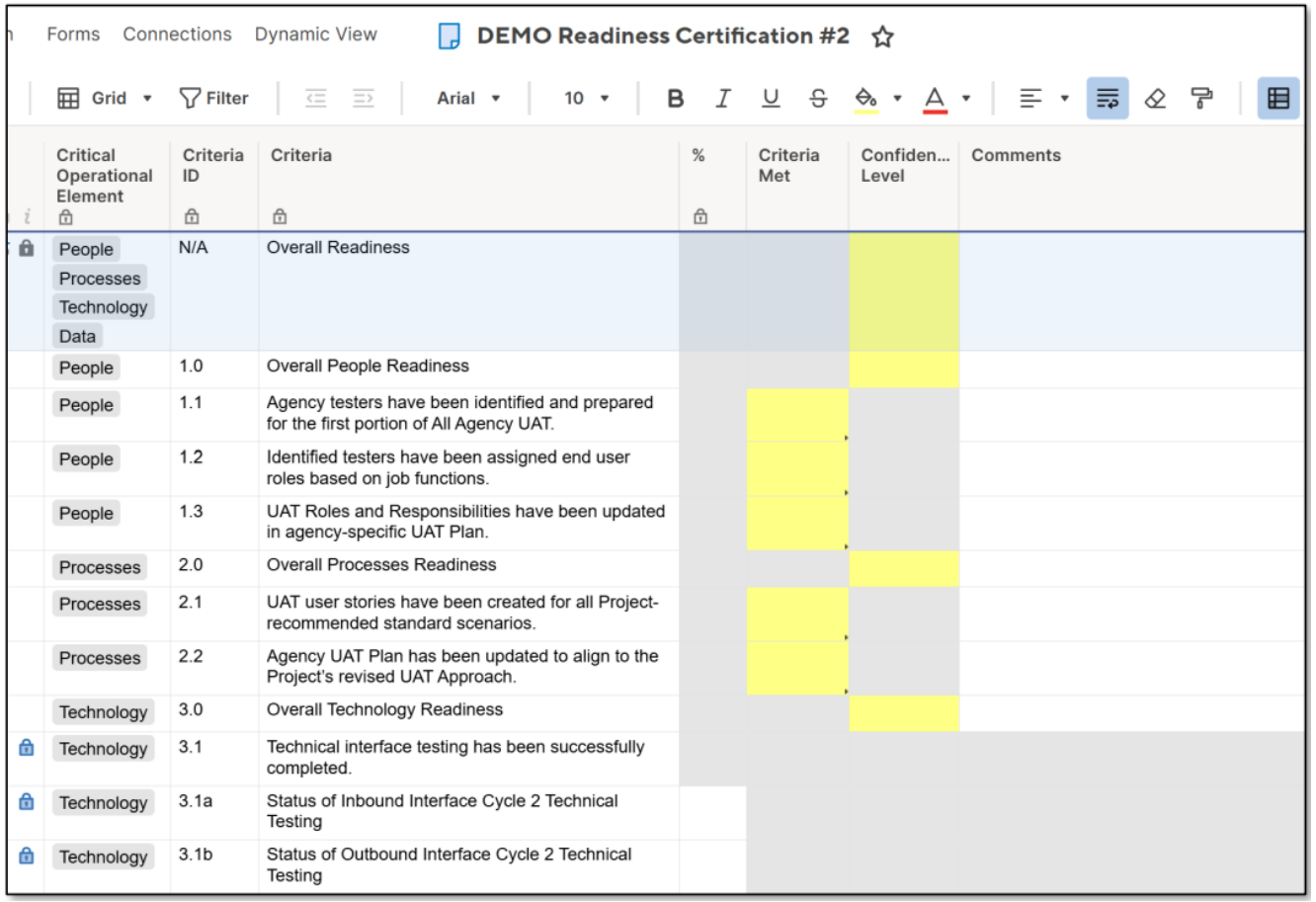
Agenda

- Task Spotlight:
  - 606 – Readiness Certification #2
  - 688 – Update UAT Plan – Task Updated
- Preparing for UAT – Pre-UAT Lessons Learned
- Task Reminders

Task 606 – Readiness Certification #2

Due 1/9/2026

- Confirm Status of Agency Readiness Certification Criteria
  - People
  - Processes
  - Data
  - Technology*
- Provide Mitigation Plans for any Criteria not met
- Agency Sponsor Submits the Readiness Certification Dashboard
- Dashboards will be published to the Florida PALM website and shared with Stakeholders and the ESC for Stage Gate 3 vote in January



Critical Operational Element	Criteria ID	Criteria	%	Criteria Met	Confiden... Level	Comments
People, Processes, Technology, Data	N/A	Overall Readiness				
People	1.0	Overall People Readiness				
People	1.1	Agency testers have been identified and prepared for the first portion of All Agency UAT.				
People	1.2	Identified testers have been assigned end user roles based on job functions.				
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.				
Processes	2.0	Overall Processes Readiness				
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.				
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.				
Technology	3.0	Overall Technology Readiness				
Technology	3.1	Technical interface testing has been successfully completed.				
Technology	3.1a	Status of Inbound Interface Cycle 2 Technical Testing				
Technology	3.1b	Status of Outbound Interface Cycle 2 Technical Testing				

**Criteria for Interface Testing (3.1a & 3.1b) are auto-populated based on progress in Cycle 2 Testing worksheet.*

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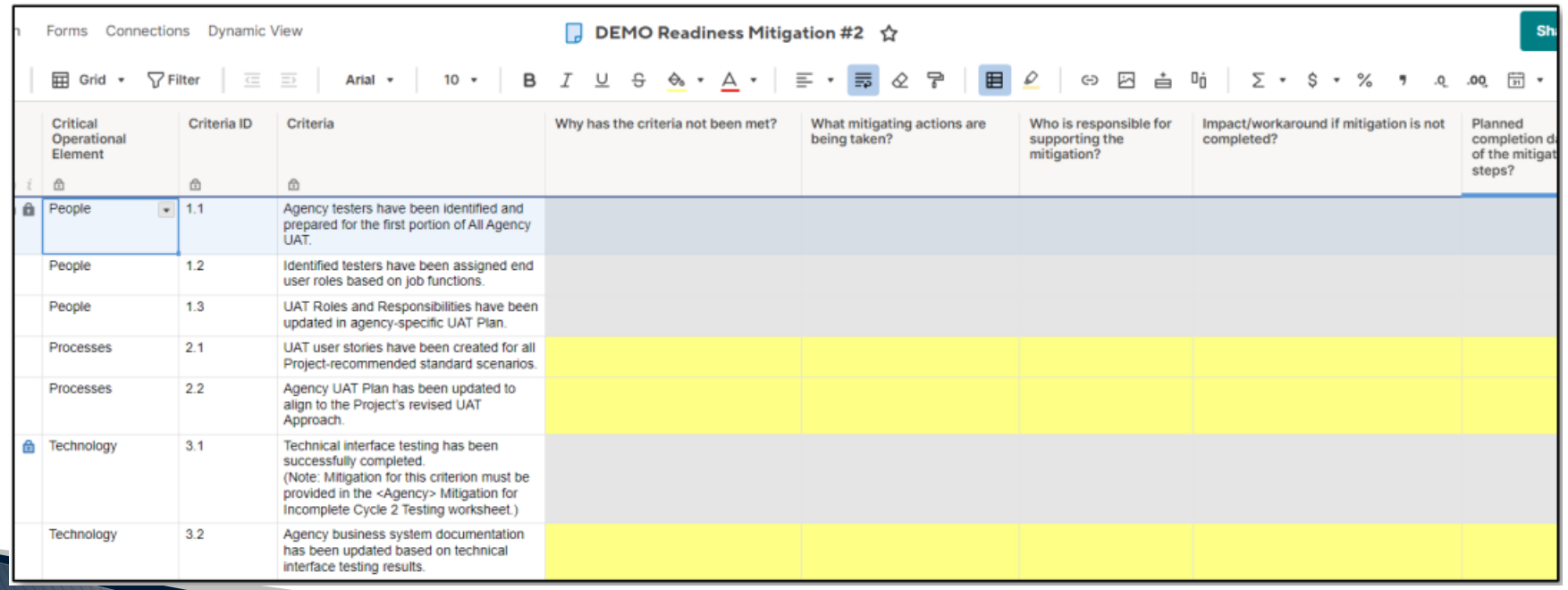
Task 606 – Readiness Certification #2

Due 1/9/2026

Criteria 3.1 - Technical Interface Testing

- Testing is in progress and will change throughout duration of Task and beyond
  - January 5 - New worksheet for Mitigation for each interface where testing is in progress or has not started

Mitigation Plans required for Criteria not met



Critical Operational Element	Criteria ID	Criteria	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion d of the mitigat steps?
People	1.1	Agency testers have been identified and prepared for the first portion of All Agency UAT.					
People	1.2	Identified testers have been assigned end user roles based on job functions.					
People	1.3	UAT Roles and Responsibilities have been updated in agency-specific UAT Plan.					
Processes	2.1	UAT user stories have been created for all Project-recommended standard scenarios.					
Processes	2.2	Agency UAT Plan has been updated to align to the Project's revised UAT Approach.					
Technology	3.1	Technical interface testing has been successfully completed. (Note: Mitigation for this criterion must be provided in the <Agency> Mitigation for Incomplete Cycle 2 Testing worksheet.)					
Technology	3.2	Agency business system documentation has been updated based on technical interface testing results.					

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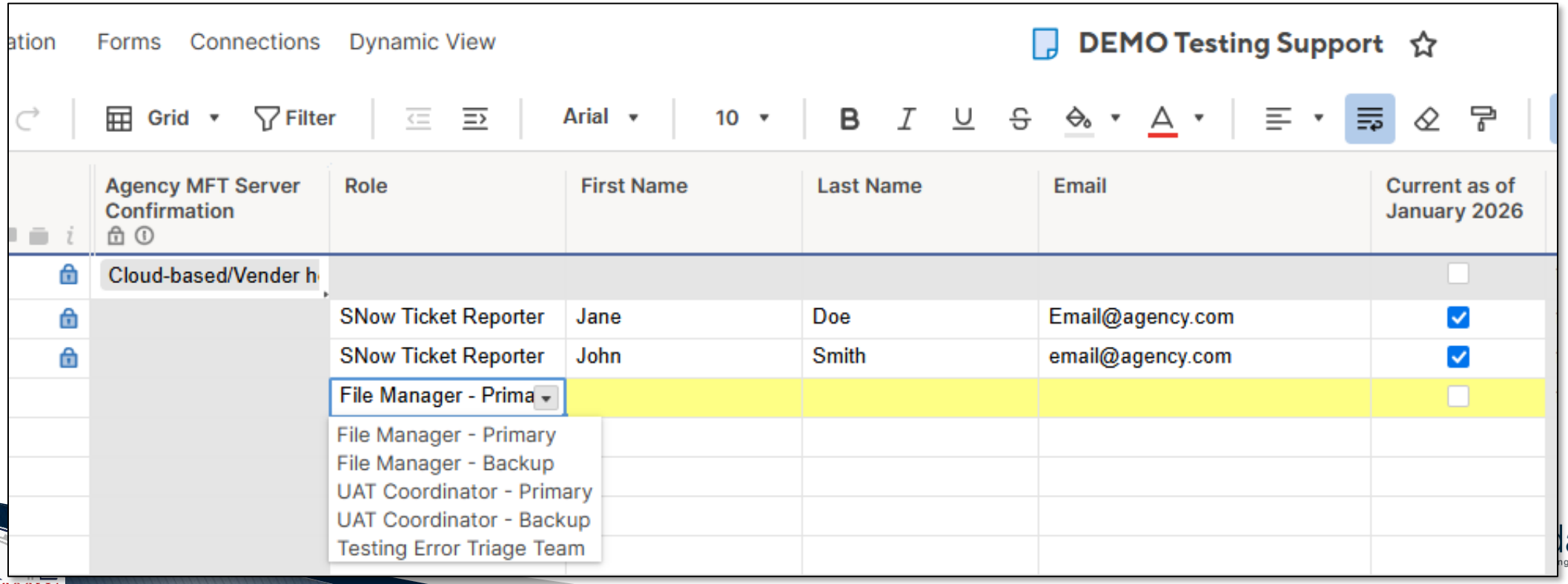
Task 688 – Update UAT Plan

Updated 12/18/2025

Due 1/9/2026

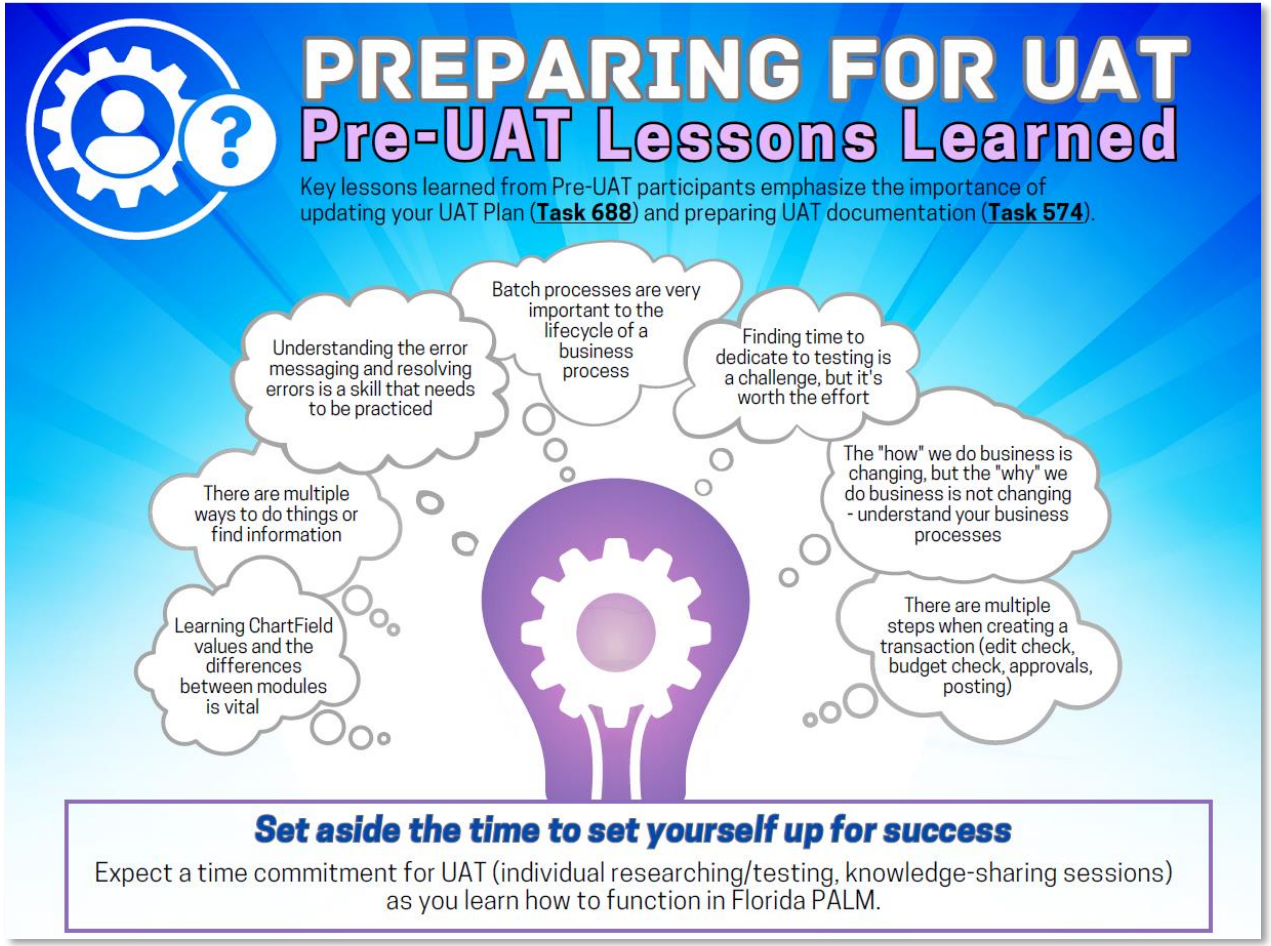
New - Confirm Key UAT Resources

As you have updated your UAT Plan with your key resources, you must confirm those resources in your *Testing Support* worksheet located in the *Agency Readiness* > *Agency Contacts* folder in Smartsheet.



Pre-UAT

- Getting started and making time takes effort – Every user will be different; find what motivates and drives them to perform
- The journey for each user will have ups and downs – The Florida PALM voyage is not only about process change, but also emotional and done on top of their current responsibilities
- To be successful, each agency will need:
  - ***Internal support and monitoring of progress*** – Don't leave your testers to fend for themselves: provide support and guidance and check in regularly
  - ***Established Success Criteria and a Plan to get there*** – When it gets overwhelming, there needs to be a clear vision of the minimums so testers can move forward amidst the noise of testing and of day-to-day



Reminders

Current Tasks Due Dates:

Friday, December 19

- ✓ 573B – Complete and Submit End User Role Mapping Worksheet - **Closing at 6PM tomorrow**

Tuesday, December 30

- ✓ 668 – Submit Monthly Progress Report – Testing

Friday, January 9

- ✓ 574 – Prepare Documentation for User Acceptance Testing
- ✓ 592 – Agency IdP SMEs Add End Users to Agency's Identify Provider
- ✓ 688 – Update UAT Plan
- ✓ 606 – Update Agency Readiness Certification #2

Questions?

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