

Monitoring System User Acceptance Testing

[December 19, 2023]

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MONITORING SYSTEM USER ACCEPTANCE TESTING

AGENDA

- Purpose
- Previous Items
- New Releases
- Guided Tour
- Follow up Assignments
- Q&A

MONITORING SYSTEM USER ACCEPTANCE TESTING RESOURCES AND RECORDINGS



ALL RESOURCES



ACME Transition Scope & Lifecycle



[Webinar Recordings & Materials](#)



Full List of Resources



FAQs and Announcements

EVENT CALENDAR

This event calendar includes kickoff webinars, Demonstrations, User Acceptance Testing (UAT) sessions, technical assistance webinars, in-person training,

[CTRL+Click here for Monitoring Partner Page](#)

MONITORING SYSTEM USER ACCEPTANCE TESTING

PURPOSE



INITIATION & DISCOVERY

Define the scope of the project and timeline. Build and approve the project plan and schedule. Research and define the technical requirements and the business requirements. Receive approval on the user stories that will go into the development sprints.



DEVELOPMENT SPRINTS

Start development work to set up the system's infrastructure of the system and begin development on approved user stories. Short development cycles allow teams to develop, deploy, and iterate on their product with frequent feedback from stakeholders.



USER ACCEPTANCE TESTING (UAT)

In User Acceptance Testing, business stakeholders determine whether an application or feature fulfills its purpose. Because development is happening in cycles, testing happens more frequently to ensure that work is being completed towards the product's vision.



TRAINING

Hands-on sessions will be conducted to train the monitoring staff on the new Monitoring system prior to go-live. End users will be provided instruction resources in a variety of formats including documents, videos, and quick start guides.



DATA MIGRATION & GO LIVE

Data entry will be paused on ACME and historical data moved to the new Monitoring application. Once migrated, users will only need to use the new Monitoring application.

MONITORING SYSTEM USER ACCEPTANCE TESTING

PREVIOUS ITEMS

New:

#2979 – edit event can't get past step 1

Results:

- Confirmed complete - Create Event - LWIA Filter Pulling Back Incorrect Results
- Participant selection
- Participant dashboard
- View Event Information

Ready to Test:

- #2594 File Upload – misspelled word

In Progress

- #2707 – grantee filter does not work
- #2734 – list grant number in more logical order

MONITORING SYSTEM USER ACCEPTANCE TESTING

NEW RELEASES

Roles

- **You can log in with your normal username and password**
- **Available roles**
 - Super Admin - creates and edits events, opens and closes events, edits instruments, upload files, and download letters
 - State Staff - view-only version of the application
 - Program Team Lead - can select Participants, assign programmatic instruments to program monitors, complete instruments
 - Local Level Monitor – Fiscal - can complete Fiscal instruments, upload files, and download letters
 - Local Level Monitor - Program - can complete Program instrument, upload files, and download letters

MONITORING SYSTEM USER ACCEPTANCE TESTING NEW RELEASES

Instrument

The screenshot displays the Monitoring System User Acceptance Testing interface. The top navigation bar includes "Monitoring", "Home", "Events", "Participant Dashboard", and a user greeting "Welcome, Monitoring Test_1". The left sidebar contains the organization information for "Land of Lincoln Workforce Alliance (Sangamon County)" and a "Back to Events List" button. Below the sidebar are navigation links for Information, Select Participants, Instruments, Files, Findings, and Letter. The main content area is titled "Instrument test event UAT 12/19/23" and features a search bar and a hierarchical list of instrument components and elements.

Monitoring Home Events Participant Dashboard Welcome, Monitoring Test_1

Land of Lincoln Workforce Alliance
(Sangamon County)
123 test address
springfield, IL 62629
LWIA 20

[Back to Events List](#)

- Information
- Select Participants
- Instruments
- Files
- Findings
- Letter

Instrument test event UAT 12/19/23

Search

- Component: Fiscal (17)
 - Element: A - Reporting Requirements (2)
 - 1-A I Obligations
 - 1-A Reporting Requirements Questions
 - Element: B - Internal Controls (2)
 - Element: C - Bank Reconciliation (3)
 - Element: D - Disbursements (2)
 - Element: E - Cost Allocation (1)
 - Element: F - Payroll (2)
 - Element: H - Fringe Benefits (1)
 - Element: I - Generally Accepted Accounting Principles (1)
 - Element: J - Audit Resolution (1)
 - Element: K - Sub-Recipient Monitoring (1)

MONITORING SYSTEM USER ACCEPTANCE TESTING NEW RELEASES

Instrument – File Review

The screenshot shows a web application interface for '1-A-I Obligation Reporting Confirmation'. The page has a navigation bar with 'Monitoring', 'Home', 'Events', and 'Participant Dashboard'. A user is logged in as 'Monitoring Test_1'. A breadcrumb trail shows '< Back to Monitoring Event'. The main form contains several input fields: 'Assigned To' (a dropdown menu), 'Start Date' (mm/dd/yyyy), 'Due Date' (mm/dd/yyyy), 'Status' (a dropdown menu with 'Not Started' selected), 'Actual Start Date' (mm/dd/yyyy), and 'Actual Due Date' (mm/dd/yyyy). A blue 'Save' button is visible below the form. Below the form is a table with columns for 'Name' and 'Modified'. A modal window titled 'Add a New File' is open, featuring a close button (X), a 'File Name *' field with a placeholder 'Enter a file name...', and two buttons: 'Save' and 'Save and Go To'.

MONITORING SYSTEM USER ACCEPTANCE TESTING

NEW RELEASES

Instrument – File Review

Monitoring Home Events Participant Dashboard Welcome, Monitoring Test_1 ▾

[← Back to Monitoring Event](#)

1-A-I Obligation Reporting Confirmation

Assigned To: ▾ Start Date: Due Date:

Status: × ▾ Actual Start Date: Actual Due Date:

Name	Modified	Modified Date
June 2023	Monitoring Test_1	12/19/2023 9:46 AM
July 2023	Monitoring Test_1	12/19/2023 9:46 AM

MONITORING SYSTEM USER ACCEPTANCE TESTING

NEW RELEASES

Instrument File Review

- File review modules can create multiple samples
 - Click on the file to enter
 - Click on Add new
 - Name and Save or Save and Go To
- **Available –**
 - Can create multiple samples
 - See the number of elements that need to be completed
 - Complete Instrument
 - Use the submit button to save answers
- **In Progress**
 - Assigning Instruments to monitors

The screenshot shows a web application interface for 'Monitoring' with a breadcrumb trail 'Home Events Participant Dashboard' and a user greeting 'Welcome, Monitoring Test 1'. The main form is titled '1-A-I Obligation Reporting Confirmation' and includes a 'Complete' button with a progress indicator '6/6'. The form contains several input fields: 'File Name' (pre-filled with 'July 2023'), 'Grant Number', and 'For the period ended'. Below these is a table with columns for 'Youth', 'Adult', and 'Dislocated Worker'. The table includes rows for 'Total obligations per GRS 377' and 'Obligations per Grantee' with sub-rows for 'Occupational Training - ITAs', 'Occupational Training - Other', 'Remedial/Pre-Vocational Trng', 'WIOA Pay for Performance Con', 'Supportive Services', 'Work Based Training', and 'Other'. Summary rows for 'Total Obligations per Grantee' and 'Difference' are shown with a value of '0'. A dropdown menu for '1. Difference is Zero' is set to 'Select an answer'. There are also text areas for 'Additional Results Letter Text' and 'Notes', and a 'Submit' button at the bottom.

MONITORING SYSTEM USER ACCEPTANCE TESTING

NEW RELEASES

Instrument Question Modules

- Question worksheets can be completed
- **Available –**
 - Can see and complete the questions
 - Answers from File Review modules are transferred to the question worksheet
 - Can submit Question modules
- **In Progress**
 - Assigning Instruments to monitors

The screenshot displays the 'Monitoring' system interface. At the top, there are navigation links for 'Home', 'Events', and 'Participant Dashboard', along with a user greeting 'Welcome, Monitoring Test 1'. The main content area is titled '1-A Reporting Requirements Questions' and shows a list of five questions. Each question has a corresponding dropdown menu for the answer. The third question, '3. The obligations reported on GRS agree to records maintained by the grantee.', is highlighted with a green border, and its dropdown menu is set to 'Yes'. A 'Submit' button is visible at the bottom left of the question module.

Monitoring

Home Events Participant Dashboard

Welcome, Monitoring Test 1

10/11 Complete

1-A Reporting Requirements Questions

1. The grantee is reporting on an accrual basis. Select an answer

2. The grantee has a system in which they maintain detail regarding obligations. NA X

3. The obligations reported on GRS agree to records maintained by the grantee. Yes

4. Interest Income and revenue generated by grant supported activities is recognized as program income. The grantee reports the income and disbursement of program income on Screen 371 in GRS. Select an answer

5. The grantee is reporting costs on a monthly basis as required by State policy. Select an answer

6. Th (infrz requi occur recor boan being semi

Monitoring

Home Events Participant Dashboard

1-A Reporting Requirements Questions

1. The grantee is reporting on an accrual basis. Select an answer

2. The grantee has a system in which they maintain detail regarding obligations. NA X

3. The obligations reported on GRS agree to records maintained by the grantee. Yes

4. Interest Income and revenue generated by grant supported activities is recognized as program income. The grantee reports the income and disbursement of program income on Screen 371 in GRS. Select an answer

5. The grantee is reporting costs on a monthly basis as required by State policy. Select an answer

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Submit

MONITORING SYSTEM USER ACCEPTANCE TESTING

NEW RELEASES

Edit Event

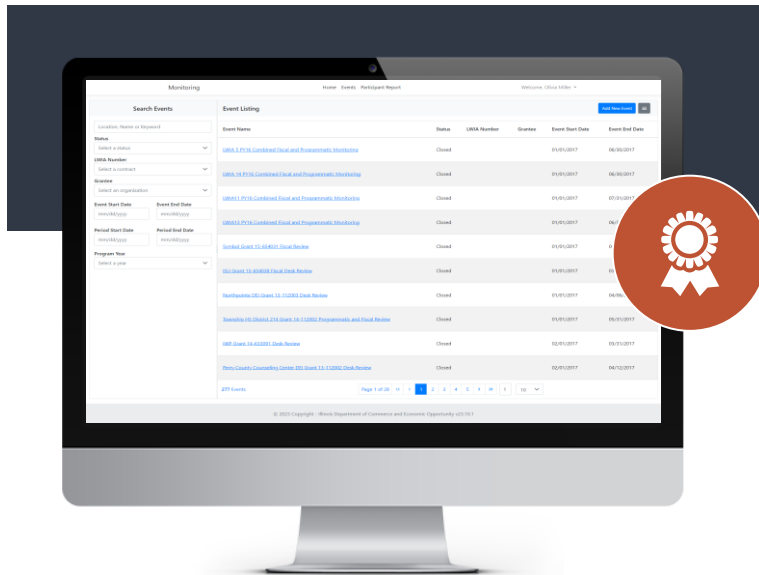
- After the initial event creation, the event can be edited
- **Can be edited**
 - Monitoring Event End Date
 - **Monitoring Event Start Time (Known bug with time resetting)**
 - OneDrive Link
 - **Select Components (Known bug with adding component after initial save)**
 - Event Monitors

The screenshot displays the 'Instrument test event UAT 12/19/23' form in the Monitoring System. The form is titled 'Instrument test event UAT 12/19/23' and has a 'Status: Active' button. The form is divided into several sections:

- Information**
 - Monitoring Event Dates**: 12/01/2023 - 12/30/2023
 - Monitoring Review Dates**: 01/01/2023 - 12/30/2023
 - Funding Streams**
 - WIOA Formula Youth - Adult - Dislocated Worker - 23-681020
 - WIOA Formula Youth - Adult - Dislocated Worker - 22-681020
 - WIOA Formula Youth - Adult - Dislocated Worker - 21-681020
 - Location**: Land of Lincoln Workforce Alliance (Sangamon County)
123 test address
springfield, IL 62629
LWIA 20
- Program Year**: 2023
- Monitors**

Name	Email
Eric Bennett	Eric.M.Bennett@illinois.gov
Bryan Tippy	bryan.tippy@illinois.gov
Anthony Lesniak	Anthony.Lesniak@illinois.gov
Christopher Niermann	christopher.niermann@illinois.gov
Marvin Anderson	Marvin.Anderson3@illinois.gov
Ronald Johnson	ronald.johnson@illinois.gov
Trevor Lawson	trevor.lawson@illinois.gov

MONITORING SYSTEM USER ACCEPTANCE TESTING GUIDED TOUR



LIVE DEMO

We will now provide a live guided tour of the new release features that you will be looking at as part of your assignment for this UAT session.



Event Search: View a listing of all events and use the search and filter features to narrow down your list to find the event you are looking for.



Monitoring Event Page: Each event has a monitoring event page that highlights the event information, selected participants, instrument, files, findings, and letters associated with the event.



Create an Event: New events can be created by identifying the organization, event information, components associated with the event, and monitors associated with the event.



MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Roles

- You can log in with your normal username and password
- Testing website -

<https://apps.illinoisworknet.com/Monitoring/events>

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Create an event – Tamika

- **Walk through a real event with subset of monitors in the following areas:**
 - **Create Event (Tamika)**
 - **Select Participants (Lead Monitor)**
 - **Download Announcement Letter (Tamika or Lead Monitor)**
 - **Upload Files (All Users)**
 - **Complete Instrument (Lead and Local Monitors)**

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Complete a fiscal instrument using your job function –

Monitors – Instrument file review sheets and question worksheets should preform like ACME.

Event Name	Lead Monitor	Monitors
Instrument Test 12/19/223	Eric Bennett	Eric Bennett, Anthony, Lesniak, Christopher Niemann
Instrument test event 2 12/19/23	Anthony, Lesniak	Eric Bennett, Anthony, Lesniak, Christopher Niemann
Instrument test event 3 12/19/23	Christopher Niemann	Eric Bennett, Anthony, Lesniak, Christopher Niemann

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Complete a program instrument using your job function:

Lead Monitor – Select Participants for your Event for 1A, 1DW, 1Y by 12/22/2023

Monitors – Instrument file review sheets and question worksheets should preform like ACME.

Event Name	Lead Monitor	Monitors
Instrument test event 2 12/19/23	Levi Beerup	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 3 12/19/23	Carmind Burns	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 4 12/19/23	Tony DeAssuncao	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 5 12/19/23	Matt Hillen	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 6 12/19/23	Kristi Houston	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Complete a program instrument using your job function –

Lead Monitor – Select Participants for your Event for 1A, 1DW, 1Y by 12/22/2023

Monitors – Instrument file review sheets and question worksheets should preform like ACME.

Event Name	Lead Monitor	Monitors
Instrument test event 7 12/19/23	Robin Kralman	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 8 12/19/23	Martha McDermott	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 9 12/19/23	Kristen Norvell	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 10 12/19/23	Chelsea Qualls	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 11 12/19/23	Bryan Tippy	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Complete a program instrument using your job function –

Lead Monitor – Select Participants for your Event for 1A, 1DW, 1Y by 12/22/2023

Monitors – Instrument file review sheets and question worksheets should preform like ACME.

Event Name	Lead Monitor	Monitors
Instrument test event 12 12/19/23	Simona Velazquez	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew
Instrument test event 13 12/19/23	Carmela Wimberly	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Assignments – Fiscal

Element	Assigned Lead Monitor	Assigned Monitor
Fiscal Element A	Eric & Tony	
Fiscal Element B	Eric & Tony	
Fiscal Element C – Note: 1-C-II – Excess Cash is not available	Eric & Tony	
Fiscal Element D Note: 1-D I - Disbursements is not available	Eric & Tony	
Fiscal Element E	Eric & Tony	
Fiscal Element F	Eric & Tony	
Fiscal Element H	Eric & Tony	
Fiscal Element I	Eric & Tony	
Fiscal Element J	Eric & Tony	
Fiscal Element K	Eric & Tony	
Fiscal Element L	Eric & Tony	

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

Assignments – Programmatic

Element	Assigned Lead Monitor	Assigned Monitor
Program Element A	Tamika C.	
Program Element B	Matt H.	
Program Element C	Robin K.	
Program Element D	Brayn T.	
Program Element E	Brayn, Levi, Carmind, Tony, Matt, Kristi, Martha, Kristen, Chelsea, Simona, Carmela, & Robin	Marvin Anderson, Ronald Johnson, Trevor Lawson, Elizabeth Shrew

MONITORING SYSTEM USER ACCEPTANCE TESTING FOLLOW UP ASSIGNMENTS

UAT ends 1/5/2024
First day in the new system 1/15/2024
ACME retires on 2/1/2024

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**QUESTION &
ANSWER**

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THANKS FOR VIEWING!

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