

Task Description

Identify Agency Change Support Network Members (Phase 1)

Task Overview

The Administrative Services Director, or designee, of each agency will be tasked with identifying at least two Agency Change Champions to assist his/her agency with implementing the Florida Integrated Payee System and preparing agency users. The Agency Change Champions must understand their agency's procurement and/or accounts payable business processes and how any announced changes may affect the agency. These individuals will make up the Change Support Network (CSN) and will be responsible for:

- Completing preparation activities timely
- Engaging necessary agency stakeholders in implementation activities
- Maintaining open and frequent communication with the DFS Change Coordinators
- Sharing their experiences and challenges throughout the change process to foster learning
- Monitoring preparation
- Sharing process changes within their agency

Expectations

The CSN's participants are expected to uphold the listed qualities for successful organizational change.

The Administrative Director, or designee, of each agency, having chosen two Change Champions, will notify the Project Management Team through AcctAudPMT@MyFloridaCFO.com and provide the following information:

1. First and Last name
2. Email address

Responses are due by close of business Wednesday, September 24, 2025.