

Helpful Links

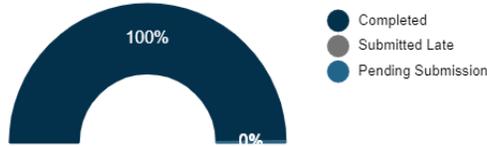
- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for APD
- Readiness Workplan

APD Status Report Dashboard

Reporting Period
September - October 2023

Agency Sponsor
Rose Salinas

Readiness Workplan Tasks



Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

Readiness Workplan Tasks:

- Total Tasks = 7**
- Completed = 7
 - Submitted Late = 0
 - Pending Submission = 0

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Processes

The sequence of procedures to accomplish a business objective.

Technology

The applications or tools used to process, track, or report on financial operations.

Data

Information used in or produced from an agency's financial business operations.

The dials below include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 9
- Vacant Role = 0



The Change Champion Network dial reflects the completeness of your CCN makeup.

Participation:

- Meetings Attended = 13
- Meetings Missed = 0



The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

- Training = TBD

Current-State:

- Cataloged Business Processes = 0**
- Related Business Systems = 0
 - Related Reports = 0
- Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

- Cataloged Business Systems = 9**
- Criticality:**
 - High = 9 Med = 0 Low = 0 None = 0
- Documentation Status:**
- Complete = 3 Partial = 6 Not Started = 0

Cataloged Interfaces = 78

- Inbound Interfaces = 6
- Outbound Interfaces = 1

Implementation:

- Interfaces = TBD

Current-State:

- Unique FLAIR Data Elements = 480**
- Associated Unique Uses = 1181**
 - Continued Use - Yes = 1094
 - Continued Use - No = 57
 - Associated Business Systems = 2**
 - Cataloged Reports = 112**
 - Criticality:**
 - High = 150 Med = 18 Low = 1 None = 0

Implementation:

- Conversions = TBD
- Configurations = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

APD Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Data loss during migration	Open	9 (High/High)	Implement robust backup and recovery mechanisms, conduct thorough testing	Measurement: Percentage of data migrated successfully	12/15/26	APD Finance Team
Processes	Downtime during the transition	Open	9 (High/High)	Develop a detailed migration plan with scheduled downtime, parallel run for testing	Measurement: Duration of downtime	12/15/26	PALM Team/APD Project Team
People Processes Technology Data	Data breach or unauthorized access in the cloud	Open	9 (High/High)	Implement strong encryption, access controls, and security protocols	Measurement: Number of security incidents - ongoing security effort	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Business Process Workflow - Incomplete Task Documentation	Open	6 (High/Medium)	- Implement standardized documentation procedures	- Regularly review the completeness of task documentation during monthly team meetings.	10/24/23	APD Core Team
Processes Technology Data	Data Security Breach	Open	6 (High/Medium)	- Implement strict access controls and encryption measures.	- Conduct quarterly security audits and address any vulnerabilities immediately.	10/24/23	APD IT Team
People Processes Technology Data	Business Process Workflow - Process Duplication	Open	6 (High/Medium)	- Regularly review and update process documentation to identify duplication	- Report process duplication findings in the monthly process improvement meetings.	10/24/23	APD Core Team

People	Lack of Training and Awareness	Open	6 (High/Medium)	- Provide regular training sessions for team members on documentation best practices.	- Maintain a record of training attendance and monitor improvements in documentation quality. October 2023 - bringing awareness to the PALM Team activities with participation in the design and build sessions hosted by the PALM Team.	10/24/23	PALM TEAM and APD Teams
People Processes Technology Data	Technology Failures	Open	6 (High/Medium)	- Implement data backup and recovery procedures	- Regularly test technology systems and document results in monthly IT reports.	10/24/23	APD IT Team
Processes Data	Time lag/Plan for AR and conversion accounts	Open	4 (Medium/Medium)	Review date impact with review of GL accounts and establish conversion accounts for time element affect	Measurement: Reconciliation issue	12/15/26	APD Finance Team
People Processes	Resistance to change among employees	Open	4 (Medium/Medium)	Conduct change management training, communicate benefits of the new system	Measurement: Employee feedback and adoption rate	10/24/23	PALM Team/APD Project Team
Processes Technology Data	Incompatibility with existing systems	Open	4 (Medium/Medium)	Perform compatibility testing, ensure seamless integration with other systems	Measurement: Number of integration issues	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Lack of Stakeholder Involvement - CCN and SME's	Open	3 (High/Low)	- Engage stakeholders in the documentation process to gather necessary information.	- Document stakeholder involvement and address any issues in weekly status reports.	10/24/23	APD Core Team
People Processes Technology Data	Changes in Regulations	Open	3 (High/Low)	- Establish a regulatory monitoring system and update documentation accordingly.	- Provide updates on regulatory changes in real-time and include them in monthly compliance reports.	10/24/23	APD Core Team
People Processes Technology Data	Documentation Errors	Open	3 (High/Low)	- Implement a peer review process for critical documentation.	- Monitor error rates and track corrective actions in weekly status reports.	10/24/23	APD Core Team
People Processes	Non-compliance with data privacy regulations/APD Client	Open	1 (Low/Low)	Conduct thorough legal review, ensure adherence to applicable regulations	Measurement: Compliance audit results	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Insufficient user training and support	Open	1 (Low/Low)	Develop comprehensive training materials, provide ongoing user support	Measurement: User feedback and help desk tickets	10/24/23	PALM Team/APD Project Team

APD Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Data	APD Finance G/L Team - questioning when there will be a final approved full PALM Chart of Accounts listing provided	Open	High - Impacts the ability of the agency to meet deadlines or milestones	APD Milestone to complete a mapping exercise that will align the APD G/L (Full COA) with the newly structured COA List and Descriptions. Target Goal (First Run) by January 31, 2024	This is will be an on-going	01/31/24	APD Finance Team
People Processes Technology Data	APD has limited resources and challenged with the effort to gain APD PALM Aligned support - Business Analyst and Tech Developer will or could cause a delay in completed fulfillment of Tasks at this time - with the resources we will be able to catch up and move forward.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	APD Team is working to get the needed funds final approval and placement within the APD Budget - Amendment(s) have been required to fulfill	on-going until personnel can be hired	01/01/24	APD Sponsor and Finance Team

APD Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The vendor-directed project plan aligns with the requirements and objectives outlined in the state government regulations and legislative directives specific to APD.	Logged	09/06/23	PALM Project Team/APD Project Team	On-Going with PALM Team Readiness Plan
People Processes Technology Data	Sufficient resources, including personnel and infrastructure, will be available to support the implementation by APD and will require additional resources as defined by the PALM project Plan for Conversion	Logged	09/06/23	PALM Project Team/APD Project Team	Working on Task 503 - In progress
People	The state government will continue to provide the necessary cooperation and support for the project's success along with our APD Sponsor support.	Logged	09/06/23	PALM Project Team/APD Project Team	On-going
People Processes Technology Data	The PALM vendor has expertise in implementing cloud-based financial systems and complying with state government regulations with APD looking to gain information and support from the PALM teams as needed or required.	Logged	09/06/23	PALM Project Team/APD Project Team	On-going with Amendment 8 approved - move forward with PALM Directives as defined
People Processes Technology Data	Financials, Payroll, and Data Warehouse will be implemented at one time in January 2026	Logged	09/06/23	PALM Project Team/APD Project Team	To be focused at conversion timeframe at 4th qtr. of project
People Processes Technology Data	All agencies will transition together.	Logged	09/06/23	PALM Project Team/APD Project Team	To be focused at conversion timeframe at 4th qtr. of project
People Processes Technology Data	Agencies/APD will have significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT)	Logged	09/06/23	PALM Project Team/APD Project Team	second half and then ongoing as the project readiness plan is outlined by PALM
People Processes Technology Data	The Florida PALM production sandbox will continue to be a copy of the current production environment and will be updated in January 2026 for this major implementation	Logged	09/06/23	PALM Project Team/APD Project Team	second half and then ongoing as the project readiness plan is outlined by PALM
People Processes Technology Data	Dedicated hyper care and post-implementation support will be available following implementation to ensure stabilization of business operations within APD	Logged	09/06/23	PALM Project Team/APD Project Team	Post implementation - At Live

APD Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Data	PALM Workshop Participation	8/14, 8/15	APD Finance teams for Module: Disbursements and Financials/Budget/Cash Control	APD Team members attending to get an understanding of the overview and discussion around design and build elements for the PALM platform and where changes or additions are being added	APD Team members participated - primary and secondary (2 from each Finance area) so that exposure and understanding was provided for the PALM efforts currently in process
People Processes Technology Data	PALM Advisory Council Meeting	8/16	APD participation in PALM Hosted Advisory Counsel meeting	Be a part of the communication dissemination - understand where APD fits in and what is happening by keeping up to date	Attended by either or both Ramon or Becky to represent any significant information understanding and sharing with the PALM roll out objectives and actions
People Processes Technology Data	APD - Readiness - Status update Task 331	9/6 - 9/11	APD Finance Teams/PALM Teams	APD reporting on efforts to manage the project activities and objectives	APD will meet the bi-monthly requirement - but will update as activities/issues/update/completions are done. Sept report submitted 9/11
People Processes Technology Data	Weekly APD Core Team Status Report	9/7/23 9/14/23 9/21/23 9/28/23 10/5/23 10/12/23 10/19/23 11/2/23	APD PALM Core Team	Keep Sponsor - Rose Salinas and Primary Core Team - Dee Warren and Ramon Evans fully up to date on APD Finance Team Activities	Providing APD Key Stake holders/Core Team members updated with status so that they are able to talk to any PALM topic and where APD is in the Project process
People Processes Technology Data	High Fives	9/5/23 10/2/23 10/17/23 11/2	APD Finance Teams as a whole	APD Communication Plan	Taking the 5 critical APD needs to know topics and providing links, knowledge, updates, insight
People Processes Technology Data	Tuesday Task Talks	9/26/23 10/10/23 10/17/23 10/24 10/31 11/7	APD Core/CCN	APD Task Understanding	Attending the PALM hosted call regarding new Tasks
People Processes Technology Data	Business Process Open Forum	9/28 10/5 10/12 10/19 10/26 11/2 11/8	APD Finance Teams as a whole	Workflow/Process status/motivator/Q&A	ALL APD Teams joining via teams call to review status - effort - activity and updates with PM 11/8 - is a joint meeting with the PALM team for their Touchpoint review and our included teams on site at APD
People Processes Technology Data	Advisory Council Meeting	9/20 & 10/18	APD PALM Core Team	PALM Council participation	Ramon and Becky back each other up to be in attendance for every meeting
People Processes Technology Data	PALM Task 328 - Business Process	9/11/23	APD Teams	Agency Capture of Task Processes for Business Modeling - Mapping	re-kickoff and continuous effort to keep teams motivated On-Going
People Processes Technology Data	PALM Task 331 - Status Reporting	9/11/23	PALM Team and APD Teams	Bi-Monthly Status Reporting	Rose completed the approval and initial report was submitted on time
People Processes Technology Data	PALM Task 500 - APD Agency Charter/Scope	10/2/23	APD PM and Core Team	APD Scope/Charter under PALM Project	Becky is revising the initial Scope/Charter - PID Documentation for the APD project and will review in the portfolio on 12/4 with Core Team - 50% completed - just updates needing to add new readiness impact and formalize
People Processes Technology Data	APD Core Team Weekly Status Meeting	9/7/23 9/14/23 9/21/23 9/28/23 10/5/23 10/12/23 10/26/23 11/2/23 11/9/23	APD Core Team	Weekly meeting/teams call to review the updates and status of activity with the PALM Project	Becky provides status prior to the call to review all activities that are current for that week on the PALM Project efforts
People Processes Technology Data	APD/PALM Monthly Touchpoint - September	9/13/23	APD CCN & SMES with PALM RC	Monthly Touchpoint to review Agency Readiness and engagement	September Teams call/Virtual - attended by CCN and SME's
People Processes Technology Data	APD/PALM Monthly Touchpoint - October	10/11/23	APD Core Team/CCN/SMEs	Monthly Touchpoint to review Agency Readiness and engagement	October - Meeting updates shared via email updates - no meeting required for the team this month. Scheduling next month (November on site)
People Processes Technology Data	APD/PALM Monthly Touchpoint - November	11/8/23	APD Core Team/CCN/SMEs	Monthly Touchpoint to review Agency Readiness and engagement	November - Meeting onsite and blended with the Business Process Forum audience (CCN's and SME's plus additional team members.
People Processes Technology Data	APD Team in person Work Process Overview	9/18/23	APD Finance Teams	ALL Teams Meeting - In Person - Business Process walk thru - overview - discussion	Becky presented the form - the objective - the how to and continued to work to kickstart the effort by the APD teams members to get their processes documented as best they can
People Processes Technology Data	PALM Payroll Session - Webinar Design Session 1	9/18/23	APD Payroll Team	PALM Hosted Design Session overview	Dee/Ashlie/Ramon/Becky/Amanda/Nicole
People Processes Technology Data	PALM Technical Town Hall	9/19/23	APD IT Team	PALM Hosted Design Session overview	Chappella/Rohan/Ramon/Becky Attending
People Processes Technology Data	PALM Payroll Session - Webinar Design Session 2	9/19/23	APD Payroll Team	PALM Hosted Design Session overview	Dee/Ashlie/Ramon/Becky/Amanda/Nicole
People Processes Technology Data	APD Sponsor Meeting/Discussion	9/20/23	APD Sponsor and APD PM	PALM Project - updates and Business Req review - informal - in person	Rose/Becky
People Processes Technology Data	APD - ABC Business System COA review	9/20/23	APD IT and APD Core Team	Review the ABC Business Systems alignments and overview of the PALM COA Structure	Ramon/Becky/Lee - reviewing the COA gave Lee a direction for what PALM requirements would be needed as the ABC upgrades are made
People Processes Technology Data	APD Regions/Facilities/DDDP SME Engagement Emails	9/20/23 9/25/23 9/26/23	APD CCN/SME Teams	Fully Engaged SPD Regional Offices/Facilities/DDDP	Emails with information and requests to update communication efforts with primary and secondary from each team. Schedule teams call and engagement opportunities.
People Processes Technology Data	PALM Design Sessions - COA 10.1	10/3/23	APD CCN/SME and PALM Team	PALM Hosted Design Session overview	Ramon, Becky, Chappella, Rohan, Shaquan, Ebony, Charly
People	PALM Design Sessions - Vouchers	10/4/23	APD CCN/SME and PALM	PALM Hosted Design Session overview	Ramon, Beckv, Chappella, Rohan, Robert

Processes Technology Data	30.3		Team		
People Processes Technology Data	PALM A/P Survey Review	10/2/23	APD A/P and DFS	Complete Accounts Payable Survey	Becky and Sue T. completed an submitted on time
People Processes Technology Data	PALM Allotments Survey Review	10/5/23	APD A/P and DFS	Complete Allotments/budget Survey	Becky and Ebony completed an submitted on time
People Processes Technology Data	PALM Emails for Regions/Facilities DDDP	10/10	APD Finance Teams	Survey to identify the Primary and Secondary Accounting personnel and add to PALM overview and go forward plan	Becky emails to regions/facilities and DDP
People Processes Technology Data	PALM Agency Collaboration	10/19	APD and Department of Commerce	New PM for Commerce and mentoring to bring up to speed on PALM Project successes - sharing APD tactics	Becky and Tulani met and talked to all things PALM
People Processes Technology Data	PALM Agency Collaboration - shared documents	10/23	APD and Department of Commerce	New PM for Commerce and mentoring to bring up to speed on PALM Project successes - sharing APD tactics	Becky shared the High Fives/Contact lists/power point presentations to help bring Tulani into the fold with way to help her department catch up to PALM initiatives
People Processes Technology Data	PALM RC call - catch up	10/18	PALM and APD	PALM Catch up and Smartsheet Status clarifications	Becky and Jordan - review some correct documentation methods using Smartsheet for status input
People Processes Technology Data	October Advisory Council Meeting	10/18	PALM and APD	Advisory council of agencies to the PALM Team	Ramon in attendance for latest updates and review of project efforts from PALM
People Processes Technology Data	Task 326 - Business System - APD IT Team final review	10/17	APD IT	APD IT Team awareness and review of the Business System updates required	Team - Input from all areas of APD IT to add and review that all has been captured to sign off on the Task and close it - Task 326
People Processes Technology Data	APD Facility - Tacachale Accounting Review Call	10/18	APD SME and PM	Facilities accounting practices focus	discussion and overview of the efforts from the facility perspective and in conjunction with their payroll activities
People Processes Technology Data	Budget Team - Small Team internal review	10/24	Budget Team in Person	Business Process Workflow documentation	Review and discuss in round table the activities to be successful in Business Process Workflow documentation
People Processes Technology Data	Disbursement Team	10/24	Disbursement Team in Person	Business Process Workflow documentation	Review and discuss in round table the activities to be successful in Business Process Workflow documentation
People Processes Technology Data	Financials Team	10/25	Financials Team in Person	Business Process Workflow documentation	Review and discuss in round table the activities to be successful in Business Process Workflow documentation
People Processes Technology Data	Task 504	10/30	Business System Documentation Seg I - APD IT Team	Update Agency Business System Documentation for Segment I. This includes functional requirements, technical requirements, and test cases from reviewing Segment I resources.	APD IT Team is engaged to review - Rohan is managing - review on bi-weekly IT Team call.
People Processes Technology Data	Task 505	10/30	Florida PALM Interface Inventory for Segment I	Update Florida PALM Interface Inventory for Segment I. Identify and document interface needs for Florida PALM implementation by reviewing Segment I resources	APD IT Team is engaged to review - Rohan is managing - review on bi-weekly IT Team call.
People Processes Technology Data	Task 507	11/8	APD = All Finance Teams	Manage Agency-specific Implementation Schedule, Risks and Issues	Becky is revising the initial RM in the PID Documentation for the APD project and will review in the portfolio on 12/4 with Core Team - 50% completed - just updates needing to add new risk components and expand - original was based on implementation date and post conversion - living documentation - and formalize
People Processes Technology Data	PALM Touchpoint and Business Process Forum Meeting	11/8	- All APD Finance Teams	In Person meeting with PALM RC's and also to bring the APD Teams into a focused PALM initiative/environment	PALM Monthly Touchpoint meetings will be critical to information dissemination
Technology Data	PALM Task 326 - Business Systems Inventory	10/17/23	APD IT Team	Business System Inventory	Completed 10/17 Updated new column requirements with Rohan - and set to review with IT team Status marked completed for status report.
People	SME Team updates	8/31	APD CCN and SME Teams	Identify the primary and secondary contacts with each remote location - regions/facilities/DDDP	Updated with new input to the SME team. APD initiative to always provide a primary and secondary to each role within the finance team structure
People	Bi-Weekly Hi Fives - information message to the APD teams	7/6, 7/24/, 8/7, 8/21, 9/5	APD Teams/CCN/SME's	Provide updates and information regarding the progress and motivation for the PALM Project as it moves forward	Bi-weekly information email sent to the teams for review and information sharing
People	APD - OWP for Additional Project Team Support	8/31/23 10/25/23 11/2/23	APD PALM Project Team/all	Prepare requirements for additional team members to join the APD Project Team = 1)Business Analyst 2)Tech Developer	8/31 - Target onboarding in October 2023 10/25 - Reg has been approved/funds pending budget amendment/then posting - target slides to November 2023 11/2 - funding approved - budget amendment in process - can move forward with getting candidates
People	Task 506	11/8	APD Sponsor - CCN's SME's and PALM	11/8 Target for handoff to Rose Salinas for approval	On Track to Approve Prior to due date - 11/13
People Processes	PALM Task 501- APD Implementation Schedule	10/9/23	APD PM and Core Team	APD Timeline under PALM Project	Becky is revising the initial timeline in the PID Documentation for the APD project and will review in the portfolio on 12/4 with Core Team - 50% completed - just updates needing to add new timelines and scheduled events - living documentation - and formalize
People Processes	PALM Task 502 - APD Risk Matrix	10/9/23	APD PM and Core Team	APD Risk Matrix under PALM Project	Becky is revising the initial RM in the PID Documentation for the APD project and will review in the portfolio on 12/4 with Core Team - 50% completed - just updates needing to add new risk components and expand - original was based on implementation date and post conversion - living documentation - and formalize
People Processes	PALM Task 503 - APD Workforce Readiness	10/16/23	APD PM and Core Team	APD Workforce needs under PALM Project	Staffing needs and requirements review - ongoing with APD Core team - Reg is in play for new Business Analyst and Tech Developer Defining the team support for all Business Modules - aligning teams with scheduling/overview sessions/training preparation/current PALM Alignment exercises. On-Going
People Processes	APD Workflow form Update to Team	9/14/23	APD Finance Teams	Weekly Forum for Business Process Discussion	Reviewed the form provided thru Smartsheet
People Processes	APD Workflow readiness walk thru CCN & SMEs	9/14/23	APD Finance Teams	Forum additional Information overview on readiness	Review the new PALM Task log - provided 157 new tasks - where located - how to access/target the CCN and SME's so that there are aware and buy in to the new initiatives as

					so that there are no gaps and they are the new initiatives as they are released to the teams.
People Processes	APD PM Collaboration lead with Commerce	10/19	APD PM and Commerce PM	Overview and mentoring for PALM Project initiation for new Commerce PM	Sharing of information/documents/overview of PALM engagement - mentoring
People Technology	APD Smartsheet Use	8/31	APD Finance and IT Teams	APD has determined that the use of Smartsheet will enhance the productivity within the Finance and IT teams and will add value to the efforts to align with PALM and the project requirements as well as establish good internal communication and collaboration going forward	Currently APD is onboarding and learning the basic use of the application as it is rolled out to the Finance teams. it will be better used as the Business Analyst and Tech Developer come on board to manage multi projects internally
Processes	Business Process exercise Step 4	9/1	APD Finance Teams	APD Step 1 - Finance Team Responsibility defined with job listing and team organization defined - in process	Starting at top down - APD to define Team/Module Purpose/Responsibility/Objective/Requirements
Processes	Legacy Historical Process Manual Review	8/2 - present	APD Finance Team/APD PALM Team	Use and understanding of the existing APD Finance Manual with separation for PALM Alignment into teams and defining for use in Business Process Updates	Using the APD Manual to review and assist Teams with new effort to update/create new/analyze existing practices
Technology	Business System Review - Task 326	9/6 - 9/15	APD IT Team	Final Review on the inventory in Smartsheet	This Task is considered completed and will be submitted after review with IT Primary by 9/15 - 2 open questions remaining for IConnect and Inventory System

Agency Sponsor Confirmation

APD Status Report Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2023	Rose Salinas	rose.salinas@apdcares.org	11/13/23
July - August 2023	Rose Salinas	rose.salinas@apdcares.org	09/11/23

Agency Sponsor Name: *

Confirm *

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